

VILLAGE OF LOMBARD

BOARDS, COMMITTEES, AND COMMISSION
VACANCIES

JULY 15, 2021



BOARDS, COMMITTEES & COMMISSIONS

There are currently 12 open positions on Village boards, committees and commissions

Call for Applications

Applications are now being accepted online for each of the open positions.

Public Communication

The Village will publicize the call for applicants across multiple platforms to increase public awareness of the opportunities and our process.

Appointment Process

Applications are now being accepted online for any of the open positions.



CURRENT COMMITTEE VACANCIES



Board of Local Improvements

Establishing, developing and overseeing local improvements paid by Special Assessment. (1)



Community Promotion & Tourism

Oversees hotel/motel tax fund and special events and programs generating tourism and overnight stays. (3)



Community Relations Committee

Public programs and communications regarding social services, senior citizens and the youth. (2)



Public Works & Environmental Concerns

Public Works standards, matters concerning health, and environmental quality concerns. (1)



Plan Commission

Text and map amendments, conditional uses, site plan approval for planned development, comp plan enforcement. (2)



Public Safety & Transportation

Transportation concerns, including traffic and safety matters, parking, and traffic safety concerns. (1)



Zoning Board of Appeals

Appeals of Community Development Determinations and review of petitions for zoning variations. (2)

WHAT IS REQUIRED? Committee members



Residency

Members of standing advisory committees must be Village residents (limited exceptions on certain committees).



Background & Experience

No minimum qualifications required, but those with experience in the subject area should be encouraged to apply.



Terms of Office

Terms of office vary by committee and range between two and five years in length.



Time Commitment

Committees meet with varying schedules. Members must review and familiarize themselves with meeting materials.



Recommending Bodies

Advisory committees make non-binding recommendations to Village Board regarding policies and legislation.



Village Ambassador

The members of Village committees, boards, and commissions also serve as ambassadors of the Village to the greater public.



Public Notice of Vacancies and Call for Applicants
Public communications of vacancies and call to public for applications



Applications made to the Village Clerk
Village Clerk will accept and distribute committee applications



Review and interview by Committee Chair
Following applicant review, candidate interviews recommended



Recommendation by Committee Chair
Committee Chair shall make a written recommendation to Board



Appointment by Village Board Vote
Appointments made by President with approval of Village Board



Review and approval of formal Board Policy
Formal Board Policy on review and appointment process to follow

REVIEW & APPOINTMENT PROCESS

COMMUNICATIONS PLAN



Objective

To announce vacancies and application process widely, across multiple platforms to varied audiences, to inform public of the opportunities, expand the applicant pool, and locate qualified candidates.



Traditional Village Media

Committee vacancies and application process communicated through Village website, e-news, social media, and traditional news releases.



Community Organizations

Targeted recruitment information regarding vacancies and the application process will be shared with organizations and leaders throughout the community.



Word of Mouth/Grass Roots

Following this meeting, news release and information regarding the vacancies and application process can and will be shared widely through direct outreach.

ANTICIPATED TIMELINE



July 1st & 15th

First announcements of vacancies in Village e-news community e-mails.



July 16th

Message shared via Village website, media release, and social media.



August 2nd

Current candidate pool submitted for review to committee chairs by Village Clerk.



August - October

Appointments made to vacant committee, board and commission positions as filled.

Today, July 15th

Public announcement and presentation at Village Board of Trustees Meeting



July 19th- 30th

Outreach continues with local leaders, interested parties, and organizations throughout the community.



Month of August

Review of applications, meetings and interviews lead by Committee Chairs.



One Year

All applications retained on file for 1-year and appointments filled as vacancies occur

