Boards and Commissions Application Form

Completing this form is one way to indicate your interest in being considered for appointment to some of the Boards, Commissions and Committees appointed by the City Council. **Only City residents may make application to serve on a Board or Commission with the exception of the following: Airport Commission, Lynchburg Business Development Centre Board and Regional Tourism Board.** All appointments remain at the discretion of the City Council. Please complete and mail this form to: City of Lynchburg, Attn: Valeria P. Chambers, MMC, Clerk of Council, 900 Church Street, Lynchburg, VA 24504 or e-mail to valeria.chambers@lynchburgva.gov or fax to (434 847-1536. Please contact Ms. Chambers at (434) 455-3983 to confirm that the form has been received.

☐ Mr.
☐ Mrs. Name: _____ Date: _____
☐ Ms.

Application for: List a maximum of three (3) Boards or Commissions on which you are interested in serving.

1. **Please make a selection**
2. **Please make a selection**
3. **Please make a selection**

Home Address:_____ (Zip)_____

Occupation: _____ Employed by:_____

Home Phone No.:_____ Business Phone No:. _____

Fax No.: _____ E-Mail Address:_____

Do you live in the City of Lynchburg? Yes ☐ No ☐ Ward No._____

Are you currently a member of a City Board, Commission, Committee or Authority? Yes ☐ No ☐

If yes, list the Board(s): _____

What talent(s) and/or experience can you bring to the Board(s)?

_____
_____
_____
_____

What do you feel you can contribute to the Board(s) and to the community that may not be evident from information already on this form?

_____
_____
_____

Please use this space for any additional information you would like to provide:

_____
_____

A resume or separate sheet with additional information may be included.

Attendance requirements: City Council requires appointees to attend at least 75% of the yearly committee meetings. Absences may be excused because of personal illness or serious illness of members of the immediate family, death of a family member, unscheduled or unforeseen business trips, and emergency work assignments only. All other absences are recorded as unexcused.

In light of the above, will you be able to attend at least 75% of the regular meetings of the boards to which you may be appointed? Yes ☐ No ☐

CITY OF LYNCHBURG BOARDS/COMMISSIONS

AIRPORT COMMISSION—Assists the city in planning, organization, direction and administration of the Lynchburg Regional Airport. **(Regional Board – County residents can apply)** Board meets five times a year (January, March, June, August and November) – 4:00 p.m. – Lynchburg Regional Airport Passenger Terminal Conference Room.

BUILDING CODE APPEALS BOARD—Considers variances, changes or adjustments in the City Building Code or the Fire Prevention Ordinance; hears appeals from owners of buildings and determines whether such buildings should be repaired, vacated or demolished in compliance with Code requirements. Board does not have regularly scheduled meetings; it is called upon when a ruling on a building or fire code is requested.

CITY EMPLOYEES APPEAL BOARD—Resolves any Step IV Grievance as provided for by the City's Employee Grievance Procedure. Board does not meet on a regular basis. Members are called to serve when an employee grievance reaches the fourth step and a hearing is needed.

COMMUNITY COLLEGE BOARD—Functions as an advisory body for the people in the college's service area with the State Board for Community Colleges, the Virginia Community College System administration and the College administration; makes recommendations regarding state and local funds budgets, long-range planning and curriculum; appoints curriculum advisory committee members; establishes regulations on student conduct. Board meets quarterly (January, April, July, October) third Wednesday at 4:00 p.m. – CVCC Campus, Appomattox Hall in Present's Conference Room.

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE - The Committee will serve as a primary mechanism for facilitating citizen participation throughout all stages of the federal government consolidated planning, implementation and evaluation process and shall make recommendations to the City Council regarding plans and projects for the CDBG and HOME programs. Board meets on an as-necessary schedule.

DESIGN REVIEW BOARD—Reviews/reports to Council regarding all planned unit developments, cluster commercial developments, and state- and federally-assisted housing proposals. Board meets on an as-necessary basis.

ECONOMIC DEVELOPMENT AUTHORITY BOARD—Assist in promoting industry and developing trade in the area through financial assistance to new and existing industries. Board meets monthly – Third Thursday – 8:30 a.m. – Economic Development, 828 Main Street, 10th Floor.

HISTORIC PRESERVATION COMMISSION—Protects and preserves the historic areas of the City; reviews requests for erection, reconstruction, alteration or demolition affecting any structure on the Historic Buildings Map or in a Historic District. Board meets monthly – Third Monday – 3:45 p.m. – 2nd Floor Training Room, City Hall.

HORIZON BEHAVIORAL HEALTH—Provides services for mental health, mental retardation and substance abuse through the role of advisor, service provider, fund raiser, educator, community organizer, planner, advocator and consultant; reviews existing programs and initiates new programs. Board meets monthly (except March and August) – Fourth Wednesday – 4:00 p.m. – CVCS – 2241 Langhorne Road.

LYNCHBURG BUSINESS DEVELOPMENT CENTRE BOARD—Administrative body that governs the existing Lynchburg Business Development Centre or —business incubator‖ as well as the Small Business Development Center. **(Regional Board – County residents can apply)** Board meets monthly – First Tuesday – 3:30 p.m. – Business Development Centre, 147 Mill Ridge Road.

MARTIN LUTHER KING, JR./LYNCHBURG COMMUNITY COUNCIL—Develops and maintains the Center for Human Rights and recommends appropriate community observances around the national holiday honoring Dr. King. Board meets monthly from (September through February) at 5:30 p.m. at the Main Library, 2315 Memorial Avenue.

MUSEUM ADVISORY BOARD— Act in an advisory capacity to the Museum Director, the City Manager and the City Council on matters concerning the Museum System and to help plan and execute activities for the Lynchburg Museum System and Point of Honor. Board meets 6 times a year (January, March, May, July, September and November) Third Wednesday – 4:00 p.m. at the Museum.

PARKING AUTHORITY—To develop plans for and to coordinate the development and use of sufficient off-street public owned parking facilities in the City and as necessary to acquire, construct, reconstruct, equip, improve, extend, enlarge, maintain, repair and operate off-street parking facilities. Board meets (February, April, June, August, October and December), Second Tuesday – 3:00 p.m. – 3rd Floor Conference Room, Council/Manager Offices.

PLANNING COMMISSION—Acts in an advisory capacity to City Council in planning the development of the City (subdivisions, rezonings, parks, etc.). Board meets on the Second and Fourth Wednesday each month – 4:00 p.m. – City Hall 2nd Floor Training Room.

REDEVELOPMENT & HOUSING AUTHORITY BOARD—Administers housing assistance programs as a political subdivision of the Commonwealth; conducts programs of urban renewal and housing rehabilitation in designated neighborhoods. Board meets monthly (except for July and August) – First Wednesday – 11:30 a.m. – LRHA – 918 Commerce Street, 3rd Floor.

REGIONAL TOURISM BOARD - The function of the BOARD is to establish tourism policies and strategies including the policies and strategies for operation of the LRCVB (including the VISITORS CENTER). **(County residents can apply)(Use Tourism Board Application Form)** Board meets bi-monthly – Second Wednesday, 9:30 a.m. – Chamber of Commerce Board Room

SCHOOL BOARD—Employs teachers and other personnel; provides buildings and equipment; operates a transportation system; determines educational policies; disburses all school funds—all subject to state laws, the general supervision of the Board of Education and upon recommendation of the division superintendent. **(Use School Board Application Form)** Board meets on the first and third Tuesday each month at 5:30 p.m. – School Administration Building Board Room.

SOCIAL SERVICES ADVISORY BOARD—Interests itself in all matters pertaining to the citizens' social welfare; monitors the formulation and implementation of social welfare programs; makes recommendations on policy matters concerning the Human Services Department. Board meets quarterly on the 3rd Tuesday of the month (February, May, August, November) at 12:00 noon – Human Services Building.

TOWING ADVISORY BOARD – To advise the local governing body with regard to the appropriate terms of any future municipal towing contract for towing services and the provisions of the City Code with regard to towing in general. Board meets on an as-necessary schedule.

TRANSIT COMPANY BOARD—Formulates policies and operating procedures for and offers general supervision of a professional transit management company providing bus service. Board meets bi-monthly (February, April, June, August, October and December) – First Wednesday – 9:00 a.m. – GLTC Board Room, 1301 Kemper Street.

VASAP BOARD—Provides probation, education and rehabilitation of those persons charged with a violation of Section 18.2—266 of the Code of Virginia. Board meets quarterly at 7:00 p.m. at Central Virginia Alcohol Safety Action Program office at 2316 Atherholt Road.

YOUTH SERVICES CITIZENS BOARD—Advises City Council in all youth delinquency prevention and treatment matters; furnishes policy guidance and operates Lynchburg Youth Services; advises City Administration in the operation of several youth treatment facilities. Board meets Bi-monthly on 3rd Wednesday at 4:30 p.m. – 5th Floor Human Services Building.