



# Boards & Commissions Application

Completing this form is one way to indicate your interest in being considered for appointment to some of the Boards and Commissions appointed by Lynchburg City Council. All appointments and re-appointments are at the discretion of City Council. **Only City residents will be considered for appointments, with the exception of the Airport Commission and Business Development Centre Board.** The Clerk of Council Office processes all boards and commissions applications: Robin Craig, Clerk of Council, 900 Church Street, Lynchburg, VA 24504; email [robin.craig@lynchburgva.gov](mailto:robin.craig@lynchburgva.gov); fax (434) 847-1536; phone 434-455-3983.

**Full Name:** Dr./Mr./Mrs./Ms. \_\_\_\_\_ **Date:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

List up to three (3) Boards, Commissions, Committees or Authorities on which you are interested in serving.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

If applying to *Youth Services Board*, do you consent to state and national background checks? Yes  No

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Preferred Phone #: \_\_\_\_\_

Business Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Fax #: \_\_\_\_\_

Do you live in the City of Lynchburg? Yes  No

Ward: (circle one) I II III IV

List any City Board, Commission, Committee or Authority, on which you currently serve:

\_\_\_\_\_  
\_\_\_\_\_

What skill(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. **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 (Regional Board – County residents can apply)**—Assists the City in planning, organization, direction and administration of the Lynchburg Regional Airport (LRA). **Meets five times a year** (Jan, Mar, June, Aug & Nov), 4:00 PM @ LRA 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 & determines whether such buildings should be repaired, vacated or demolished in compliance with Code requirements. Board is **called upon** when a ruling on a building or fire code is requested.

**CITY EMPLOYEES APPEAL BOARD**—Resolves Step IV Grievances as provided for by the City's Employee Grievance Procedure. Members are **called upon** as necessary when an employee grievance reaches the fourth step and a hearing is needed.

**COMMUNITY COLLEGE BOARD**—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. **Meets quarterly** (Jan, April, July, Oct) 3<sup>rd</sup> Wed., 4:00 PM @ CVCC Campus, Appomattox Hall, President's Conference Rm.

**COMMUNITY DEVELOPMENT ADVISORY COMMITTEE**—A primary mechanism for facilitating citizen participation throughout all stages of the federal government consolidated planning, implementation and evaluation process; makes recommendations to the City Council regarding plans and projects for the CDBG and HOME programs. **Meets on an as-necessary basis.**

**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, advocate and consultant; reviews existing programs and initiates new programs. **Meets monthly** (except Mar & Aug) – 4<sup>th</sup> Wed., 4:00 PM @ 2241 Langhorne Rd.

**ECONOMIC DEVELOPMENT AUTHORITY BOARD**—Assists in promoting industry and developing trade in the area through financial assistance to new and existing industries. Appointees complete Financial Disclosure form. **Meets monthly** – 3<sup>rd</sup> Thurs., 8:30 AM @ City Hall, Economic Development Office, 2<sup>nd</sup> 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. **Meets monthly** – 3<sup>rd</sup> Mon., 3:45 PM @ City Hall 2<sup>nd</sup> Floor Training Rm.

**LYNCHBURG BUSINESS DEVELOPMENT CENTRE BOARD (Regional Board – County residents can apply)**—Administrative body that governs the existing Lynchburg Business Development Centre or "business incubator" as well as Small Business Development Center. **Meets monthly** – 1<sup>st</sup> Tues., 3:30 PM @ Business Development Centre, 147 Mill Ridge Rd.

**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. **Meets monthly** (Sept – Feb), 5:30 PM @ Main Library, 2315 Memorial Ave.

**MUSEUM ADVISORY BOARD**—Acts in an advisory capacity to the Museum Director, the City Manager and City Council on matters concerning the Museum System; helps plan and execute activities for the Lynchburg Museum System and Point of Honor. **Meets every other month** (Jan, Mar, May, July, Sept & Nov) – 3<sup>rd</sup> Wed., 4:00 PM @ Lynchburg Museum, 901 Court St.

**PARKING AUTHORITY**—Develops plans for and coordinates the development and use of sufficient off-street public owned parking facilities in the City; as necessary acquires, constructs, reconstructs, equips, improves, extends, enlarges, maintains, repairs and operates off-street parking facilities. **Meets every other month** (Feb, Apr, June, Aug, Oct, Dec), 2<sup>nd</sup> Tues., 2:30 PM @ City Hall, 2<sup>nd</sup> Floor Training Rm.

**PLANNING COMMISSION**—Acts in an advisory capacity to City Council in planning the development of the City (subdivisions, rezonings, parks, etc.). **Meets monthly** – 2<sup>nd</sup> & 4<sup>th</sup> Wed., 4:00 PM @ City Hall 2<sup>nd</sup> Floor Training Rm.

**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. Appointees complete Financial Disclosure form. **Meets monthly** (except July & Aug) – 3<sup>rd</sup> Thursday, 8:30 AM @ Lynchburg Redevelopment & Housing Authority: 918 Commerce St., 3<sup>rd</sup> Floor.

**SCHOOL BOARD (Use separate School Board Application)**—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. *Applicants subject to criminal background checks.* **Meets monthly** – 1<sup>st</sup> Tues., 5:30 PM @ School Administration Building Board Rm.

**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 social services. **Meets bimonthly** on the 3<sup>rd</sup> Thurs. of the month (Feb, Apr, June, Aug, Oct & Dec), 12:00 Noon @ Human Services Building, 99 Ninth St., 5<sup>th</sup> Floor.

**TOWING ADVISORY BOARD**—Advises 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. **Meets on an as-necessary basis.**

**TRANSIT COMPANY BOARD**—Formulates policies and operating procedures for and offers general supervision of a professional transit management company providing bus service. **Meets every other month** (Feb, April, June, Aug, Oct & Dec) – 1<sup>st</sup> Wed., 8:30 AM @ Kemper Street Station, 800 Kemper St.

**VASAP BOARD**—Provides probation, education and rehabilitation of those persons charged with a violation of Section 18.2—266 of the Code of Virginia. **Meets quarterly**, 7:00 PM @ Central Virginia Alcohol Safety Action Program office, 2316 Atherholt Rd.

**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. *Applicants subject to criminal background checks.* **Meets every other month** on 3<sup>rd</sup> Wed., 4:30 PM @ Human Services Building, 99 Ninth St., 5<sup>th</sup> Floor.