

# APPLICATION TO SERVE ON THE NAPA VINE PARKS AND RECREATION COMMISSION

## PART I: BACKGROUND INFORMATION AND DIRECTIONS ON HOW TO APPLY

**Application Deadline: November 6, 2012 (See page 3 for details)**

The City Council of Napavine is accepting applications to serve on the *Parks and Recreation Commission*. There are five (5) positions to be filled. If you wish to apply, please read this document carefully. You must complete and submit Part II in order to be considered. (This includes current members of the Commission seeking reappointment.)

If you need another copy of this application, please go to the following website and click on the link that refers to the Parks and Recreation Commission:  
[www.cityofnapavine.com](http://www.cityofnapavine.com). You may also pick up additional copies at the Office of City Clerk (407 Birch Ave. SW, Napavine).

**Introduction:** On August 14, 2012, the Napavine City Council adopted Ordinance 507 authorizing the creation of a new **Parks and Recreation Commission (Commission)** to help guide the development of parks and event activities in Napavine, and serve in an advisory capacity to the Mayor and City Council and the Community Development Director (Director).

**Appointment:** Members of the Parks and Recreation Commission and the City Council Representative will be appointed by the Mayor subject to confirmation by a majority vote of the City Council.

**Composition:** The Commission is composed of five (5) members: One (1) preferably would include a youth representative who may be eighteen years of age or younger. In addition to the five (5) commissions, one (1) City Council representative will serve a one-year position and act as a non-voting Council liaison to the Commission.

**Role and Responsibilities of the Parks and Recreation Commission:** The Ordinance charges the Commission with the following responsibilities:

(a) The Commission will have only such powers and authority as may be granted to it by the City Council. The Commission shall have no final authority over the adoption of policy and/or administration.

(b) The Commission will act at all times in an advisory capacity to the City Council and the Director of Public Works/Community Development, and will have no direct power or authority. It will interpret community programs,

facilities and needs, survey public opinion, prepare studies and reports as requested by the Council, make recommendation on subjects as may be requested from time to time by the City Council or the general public.

(c) The Commission will serve as a liaison between citizens and the City Council. The Commission is subject to rules and regulations in the performance of its' duties and responsibilities as prescribed by City Ordinance 507 and the Parks and Recreation Commission manual both of which may be from time to time amended by the City Council.

**Candidate Selection and Appointment Process:** Under the Ordinance the Mayor begins the process with a public notice that invites applicants to serve on the Commission. The application period will remain open for 30 days.

Each applicant who submits an application will be notified of its progress via either e-mail or telephone.

**Membership:** This is a volunteer, unpaid position. Under the Ordinance Membership, the selection of Commission members shall be made from individuals who have an interest in Park, Recreational, Social, and Cultural activities in the various Park and Recreational Facilities, as may be evidenced by their training, experience, and/or actions, and who reside within the Napavine School District No. 14. The Commission should include, if possible, both casual and organized users of Parks and Recreation facilities and programs.

**Please see next page for instructions on how to apply.**

**HOW TO APPLY TO SERVE ON THE  
NAPAVINE PARKS AND RECREATION COMMISSION**

*Step 1. Complete Part II of this Application.*

- If you are holding a printed copy of this document, you may fill out the application by typing or printing legibly.
- If you are viewing this document on-line, you may print a copy and fill it out, or you may save a copy onto your computer and complete the application on your computer, using Microsoft Word or a compatible program.

*Step 2. Submit Part II to the City Clerk. You may do this in any of the following ways:*

- Deliver the application in person during regular business hours (Monday through Thursday, 8 am–5 pm). The application must be delivered to the following address no later than 5 pm on Tuesday, November 6, 2012.

Napavine City Clerk  
407 Birch Ave. SW.  
Napavine, WA 98565  
Attn: Penny Jo Haney

- Mail the application to the above address, and the envelope must be postmarked no later than November 6, 2012. You are encouraged to use certified mail.
- Fax your completed application no later than November 6, 2012. The fax number is 360-262-9199. Include a cover sheet addressed to the attention of Penny Jo Haney, City Clerk. The cover sheet should also include (1) your name; (2) the number of pages you are faxing, including the cover sheet; and (3) a telephone number or email where you can be reached.
- Submit your application as an e-mail attachment no later Tuesday, November 6, 2012. The e-mail attachment must include a completed Part II and all material that must be attached to Part II, as listed below. Your e-mail should be sent to: **phaney@cityofnapavine.com**

**The form that you must complete begins on the next page.**

# APPLICATION TO SERVE ON THE CITY OF NAPAVINE PARKS AND RECREATION COMMISSION

## PART II: FORM TO BE COMPLETED AND SUBMITTED BY APPLICANTS

Application Deadline: Tuesday, November 6, 2012 See Part I above for detailed instructions about how and where to submit this application.

Please note: Section 1 below will be shared only with Council and the Mayor. All other Sections of your Application will become a public document that others will be able to review in the City Clerk's Office, 407 SW Birch Ave., Napavine WA 98565.

*Please type or print legibly.*

### Section 1. Contact Information

Name

Home Address

You must reside in the Napavine School District No.14.

Mailing Address

City

State

Zip

E-mail

Telephone

Home:
Mobile:

Your name: \_\_\_\_\_

**Section 2. Optional Personal Information**

The Ordinance provision that states the qualifications for members of the Napavine Parks and Recreation Commission states that “The Commission shall also be reflective of the geographic, racial, ethnic, and gender diversity within the City.” With that in mind, you are invited, **but not required**, to provide the following optional information:

Your year of birth

Your gender identity  Male  Female

Are you of Hispanic, Latino, or Spanish origin?  Yes  No

Your race  African-American  
 Asian  
 White  
 Other (please specify) \_\_\_\_\_

*Your name:* \_\_\_\_\_

**Section 3. Questions for you to complete.** (If you need more space, you may attach additional pages.)

**A. Please review the following requirements from the Napavine Parks & Recreation Commission Bylaws for serving on the Commission on Parks and Recreation. How do you meet those qualifications?**

“Criteria”. Commission members shall be made from individuals who have an interest in Park, Recreational, Social, and Cultural activities in the various Park and Recreational Facilities, as may be evidenced by their training, experience, and/or actions, and who reside within the Napavine School District No. 14. The Commission should include, if possible, both casual and organized users of Parks and Recreation facilities and programs.

**B. In these difficult economic times, what do you think the Parks and Recreation Commission should do to support, promote, and invest in the City’s park and recreation system? As a member of the Commission, what would you do to assist the Commission in achieving those goals?**

**C. Please review the role and responsibilities of the Commission, which are set forth in Part I of this application. Then, please attach a statement of no more than 500 words explaining why you want to serve on the Parks and Recreation Commission and why you believe you should be nominated to do so.**

*Your name:* \_\_\_\_\_

**Section 4. Resume:** Please attach to this application an up-to-date resume. Include your name, **but do not include any personal contact information (street address, phone number, e-mail address) that you do not wish to be publicly available.** On the resume, please provide the following information:

- Your employment history – employers, job titles and responsibilities, and dates of employment. If you have been self-employed, include that information.
- Your education or training – schools attended, degrees attained, and dates.
- Your community and professional organizations, affiliations, and activities.
- Optional: Any additional information that you consider relevant to this application.

*Your name:* \_\_\_\_\_

**Section 5. Optional supporting materials.** You are invited to submit up to three (3) letters of recommendation. You may submit them along with your application or separately. If you have not submitted them by the time that Council holds its public hearing for applicants, please bring the letters with you and submit them when your name is called.

**Section 6. Signature.** Please sign on the line immediately below. If you are submitting your application by e-mail directly from your computer, type your name instead.

\_\_\_\_\_

**Section 7. Date.** Indicate the date that you are submitting this application:

\_\_\_\_\_

<p>If you have questions about the application process, please contact Penny Jo Haney, City Clerk, 360.262.3547 x213 or <a href="mailto:phaney@cityofnapavine.com">phaney@cityofnapavine.com</a> .</p>
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**This is the last page of the application.**