

**Statement of Interest to Serve on a City Board, Authority or Commission**



Contact Information

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City State Zip \_\_\_\_\_  
Primary Phone \_\_\_\_\_  
Secondary Phone \_\_\_\_\_  
E-Mail Address \_\_\_\_\_  
Are you a City of West Point Resident  Yes  No  
Company or Agency \_\_\_\_\_  
Current Job Title \_\_\_\_\_

Availability – Board or Commission of Interest

First Choice: \_\_\_\_\_  
Second Choice: \_\_\_\_\_

Interest

Background and Qualifications:

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

Experience and/or Profession:

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

Reason for Wanting to Serve:

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

You may submit a letter of interest along with references and/or resume in addition to or in lieu of the Interest section.

City Policy

It is our policy to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability. The Statement of Interest will remain on file for (2) years.

Please submit your Statement of Interest to:

Ed Moon, City Manager  
City of West Point Georgia  
PO Box 487  
West Point, Georgia 31833  
[emoon@cityofwestpointga.com](mailto:emoon@cityofwestpointga.com)

## Interviews

Applicants will be invited to participate in a brief interview with the City Council. The applicant will be asked to respond to a few questions.

- Why do you want to serve on the board, authority or commission
- How does your experiences qualify you to serve
- What do you think is a top issue facing the board, authority or commission and how you would address the issue
- Do you believe that you could possibly have a conflict of interest during service on the board, authority or commission
- Council or staff may also ask follow up or clarifying questions

## **How the City Council Appointment Process Works**

### Policy/Procedure

#### **Selection of members of City of West Point Boards, Authorities and Committees**

1. *Appointment List*
  - a. Each year at the first business meeting in January the Mayor and City Council will announce the board vacancies appointed by the city council that will occur during the calendar year.
  - b. The end of term or vacancies shall be listed with the name of the incumbent appointee, the date of appointment, the date the term expires, date applications are due and if any the necessary qualifications.
  - c. The vacancies shall be listed on the city web site and social media sites. An advertisement shall be placed in the local newspaper in January and July if applicable. Announcements will be made at city council meetings.
2. *Applications*
  - a. Applications will be made available on the city web site and at city hall.
  - b. Applications will be accepted at city hall, by mail or email.
  - c. Applications must be submitted 30 days prior to the city councils scheduled business meeting to vote on the appointment.
  - d. The application will contain all instruction needed by the applicant.
3. *Interviews*
  - a. Each selected applicant will be interviewed
  - b. Questions will be listed on the application
  - c. The interviews will be open to the public
4. *Selection*
  - a. Selection will be done by the council as a whole

#### **Boards, Authorities and Commissions**

Animal Control Board	Troup County Board of Elections
Board of Adjustments	Troup County Parks and Recreation West Point West
Hawkes Library	West Point Development Authority
Keep Troup Beautiful	West Point Historic Commission
Municipal Planning Board	West Point Housing Authority (Appointed by Mayor)
Troup County Airport Authority	