



Borough of Emmaus Board and Commission Volunteer Application

The Borough of Emmaus is proud to offer many volunteer opportunities on its Boards and Commissions to our residents and others willing to participate and support the Emmaus Community. Through nomination by a Borough Council Committee and successful vote by Borough Council, qualified individuals are appointed to a Board/Commission to serve for a designated term. For your reference, attached is the preferred experience and time commitments for each of these positions.

To be considered for appointment, please complete the following form in its entirety. If you have a resume, please submit it along with this completed form. A separate application will need to be completed for each Board/Commission that you are interested in joining. Upon receipt of your application, there will be a preliminary review to determine if your experience and qualifications are compatible with the volunteer position for which you are applying. Someone will then contact you to schedule an interview with the applicable Council Committee.

Please note that all individuals are subject to background check and screening procedures.

Name (First, Middle Initial, Last): _____

Address: _____ Phone: _____

Email: _____ Length of time living within the Borough: _____

Name of Board/Commission of interest (one per application): _____

Please explain any skills, experience and/or qualifications that you feel would contribute to the group:

Do you have experience on other Boards or Commissions (what, where, and when):

Is there other relevant information you want us to know:

Thank you for completing this application and for your interest in volunteering.

Should you not be selected for appointment at this time or for a particular Board/Commission, please consider reapplying at a future date or for another available volunteer position more suitable to your experience and qualifications.

Please return documents to Emmaus Borough Offices: by dropping off at 420 S 10th Street and placing it in the payments box (always accessible for your convenience); by mail: 420 S 10th Street, Emmaus PA 18049; or by email to jwessner@borough.emmaus.pa.us.

Borough of Emmaus Boards and Commissions

The following is a list of our Boards and Commissions along with preferred experience, qualifications and an estimate of the time commitment necessary for each.

Arts Commission

Preferred Experience / Qualifications: love of the arts, experience in creating art, event planning, fundraising.

Time Commitment: approximately 1-hour meeting per month. Event planning will require more time commitment.

Board of Health

Preferred Experience / Qualifications: healthcare provider, microbiology or epidemiology educational courses, healthcare management experience, EMS training, food service training, or municipal organizational experience.

Time Commitment: minimum one 1-hour meeting every other month.

Building Board of Appeals

Preferred Experience / Qualifications: architect, engineer, building / construction background.

Time Commitment: approximately 2-hours per hearing on an as needed basis. It may be several years between hearings.

Civil Service Commission

Preferred Experience / Qualifications: human resource management, ability to interpret and understand ordinances, background in law enforcement, ability to judge fairly based on evidence given.

Time Commitment: approximately 1-hour meeting on an as needed basis, may be several months between meetings. During the hiring process and disciplinary matters, time commitment will be more.

Community Garden Commission

Preferred Experience / Qualifications: active member of community garden, fundraising, event planning, master gardener.

Time Commitment: approximately 1-hour meeting per month. Time commitment will be more in March and April.

Joint Environmental Advisory Council

Preferred Experience / Qualifications: environmentalist, knowledge of environmental concerns and issues, event planning.

Time Commitment: 1 meeting per month in either Emmaus Borough or Upper Milford Township.

Planning Commission

Preferred Experience / Qualifications: planning professional, architect, engineer, builder, ability to read blue prints and understand construction plans, ability to interpret and understand ordinances, and the municipality's planning code.

Time Commitment: minimum of 1.5 hour meeting every month. In addition, preparation time of reading plans and examining proposed project site of approximately 3 hours per month.

Recreation and Entertainment Commission

Preferred Experience / Qualifications: event planning, parks and recreational professional, attends community events, fundraising experience.

Time Commitment: approximately 1-hour meeting per month. During spring, summer, and early fall, time commitment will be more.

Shade Tree Commission

Preferred Experience / Qualifications: arborist, understand and interpret ordinances, ability to interact with members of the Community, knowledge of shade trees.

Time Commitment: approximately 1-hour meeting per month.

Zoning Hearing Board

Preferred Experience / Qualifications: knowledge of zoning laws, building / construction experience, understand and interpret Zoning ordinances, legal background / experience.

Time Commitment: approximately 2-hour meeting per month, on an as needed basis roughly 7 times per year. Time commitment will be more during preparation time for hearings.