



Thank you for your interest in serving as a Village of Machesney Park Citizen Committee Member. The role of a citizen is important in the function of local government, and Village officials and staff appreciate the time, energy, and ideas that residents bring to the meetings. If you are interested in being considered now or in the future for appointment to a Village committee, please complete and return the following resume to the Village.

The resume provided will be held in confidence and used only by the Village President in the process of filling vacancies on Standing Committees, Planning Commission, Zoning Board of Appeals, and special project committees. The Village will keep the completed resume on file for at least 12 months for consideration when there are opportunities that match your area(s) of interest.

Thank you for helping your Village Government better serve the public. If you have any questions, please call the Village Clerk at 815-877-5432.

**RETURN THIS RESUME TO:**

**Village of Machesney Park  
300 Machesney Rd.  
Machesney Park, IL 61115**

NAME: \_\_\_\_\_

RESIDENTIAL  
ADDRESS: \_\_\_\_\_

MAILING ADDRESS (if different): \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_  
(if interested as a Machesney Park business owner and non-resident)

PHONE: Weekday \_\_\_\_\_ Night/Weekend \_\_\_\_\_

FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

# VILLAGE OF MACHESNEY PARK COMMITTEES

*Please check the activity that interests you. If you select more than one, please identify which committee/ commission you are interested in when filling out the Citizen Resume. If interested in more than one committee, please complete one form for each committee.*

## I AM INTERESTED IN SERVING

- Now or in the Future       Beginning on or After \_\_\_\_\_

## **COMMITTEES/COMMISSIONS**

- Administration & Finance Committee.** Meets the first and third Monday at 5:45 p.m. prior to a scheduled Board Meeting. Responsible for review and recommendation on matters related to administration and finances of the Village, including bills, budgets, personnel, and intergovernmental agreements.
- Liquor Commission.** Meets regularly as called by the Liquor Commissioner. Responsible for review and recommendation on matters relative to liquor code amendments, business applications, and violations of the Liquor Code. This Commission is comprised of the Mayor who serves as Liquor Commissioner, three Village Trustees and one Citizen Commission Member.
- Public Improvements & Safety Committee.** Meets the third Monday of each month at 5:30 p.m. Responsible for review and recommendation on matters related to public improvements, recreation, and safety, including roadways, parks, and police.
- Planning & Economic Development Committee.** Meets the first Monday of each month at 5:30 p.m. Responsible for review and recommendation on matters related to planning, zoning, subdivision, and economic development, including TIF, special use permits, variances, and plats.
- Revolving Loan Fund Sub-Committee.** Meets at the call of the Committee Advisor. Responsible for review and recommendation on loan applications to the Village's Revolving Fund.
- Planning and Zoning Commission.** Meets the fourth Monday of each month at 6:00 p.m. Responsible for review and recommendation on matters relative to the Village Comprehensive Plan, including plats, site development plans, street and alley vacations, map amendments, subdivisions, and flood control, map amendments, special use permits, zoning code text amendments, variances, and appeals.

# REQUIREMENTS FOR COMMITTEE/COMMISSION MEMBERSHIP

Persons wishing to serve on **Village Committees or Commissions** must meet the following minimum qualifications as described in the Machesney Park codebook (Section 2.106):

- A resident of the Village, a person who does business in the Village, and/or a person who possesses a particular expertise valuable to the Village.

Persons wishing to serve on **Planning and Zoning Commission** must meet the following minimum qualifications as described in the Machesney Park Codebook (Section 6.102):

- Members shall reside within the Village or within territory contiguous to the Village and not more than 1-1/2 miles beyond Village limits in territory not included within any other municipality. No members shall hold an elective office in any government.

## CITIZEN COMMITTEE MEMBER RESUME`

1. Please briefly describe why you are interested in serving on the Committee indicated on Page 2.

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2. Give a brief summary of your educational and employment background.

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3. Give a brief summary of your past and current civic involvement.

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4. What experiences in your background do you feel would help you do a good job in the area of interest you indicated on Page 2?

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5. Give a brief summary of your vision of Machesney Park five and ten years from now.

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6. Is there any business, personal or religious experience or affiliation that would impair your ability to make a completely objective determination on any issue?

Yes       No

If yes, please explain. \_\_\_\_\_

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7. Have you served on a Machesney Park Committee, Commission or Village Board previously?

Yes       No

If yes, which committee(s)/board and in what year(s)? \_\_\_\_\_

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

Date: \_\_\_\_\_

Signature: \_\_\_\_\_