

MATANUSKA-SUSITNA BOROUGH - CLERK'S OFFICE
350 E. Dahlia Ave., Palmer, AK 99645
Phone: 907- 861-8683 Fax: 907-861-7845

BOARD, COMMISSION, AND COMMITTEE APPLICATION PROCESS

- OVERVIEW:** The Borough welcomes all residents to apply for service on a board, commission, or committee. Serving on a board takes time and commitment, although each board has varying levels of demands and functions.
- Applications are accepted anytime, even if the desired vacancy occurs in the future. Once submitted, your application will be kept on file for six months from the date of submission.
- QUALIFICATIONS:** Borough boards, commissions, and committees are governed by MSB Title 4, unless otherwise provided by ordinance. Each board member shall be a registered voter of the Borough, unless otherwise established in board code. If you are applying for a position limited to a specific geographic area, you must also be a resident of that area.
- APPLICATION:** Before completing the application, please familiarize yourself with board qualifications at [Matanuska-Susitna Borough Code \(codepublishing.com\)](http://codepublishing.com), select Title 4, open +, scroll through until you find the board you are interested in applying for. Review vacancies available at the *Vacancy Report* www.matsugov.us/boards.
- You must complete all information requested on the application. The board name and position you are seeking must be provided. The information is used to determine membership qualification.
- Your application is a public record.*
- Failure to complete all information requested on the application may result in processing delays.
- APPOINTMENT:** The Mayor makes recommendations and the Assembly confirms or denies the recommendations.
- Completed applications may be emailed to estelle.wiese@matsugov.us, delivered or mailed to the Borough Clerk's Office, 350 E. Dahlia Ave, Palmer AK 99645, or faxed to 907-861-7845.
- QUESTIONS:** If you have questions about the application process, please call the Borough Clerk's Office at 907-861-8683. Thank you for your interest in serving.

Applicant Name: _____

1. Do you have any civil judgment against you within the last 10 years, whether monetary, non-monetary, declarative, injunctive, or any other form or manner? NO YES

If yes, please provide on a separate page the following: (1) case name, (2) nature of action, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

2. Do you have any judgments against you in a criminal case within the last 10 years, whether upon finding of guilt, plea of no contest, suspended, or any form of judgment other than dismissal or not guilty? NO YES

If yes, please provide on a separate page the following: (1) case name, (2) nature of action, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.
