

**APPLICATION FOR VOLUNTEER SERVICE**  
**ON THE WOODWAY BOARDS AND COMMISSIONS**

Updated February 2016

The City of Woodway conducts an annual call for board/commission applications early each year. The City Council Nominating Committee typically meets each April to consider appointments to fill all anticipated vacancies, and then makes a recommendation to the entire City Council for action in May. Newly appointed members begin their terms in June. In addition, volunteers are placed on the various boards and commissions during the year if a need arises. Please don't miss this great opportunity to get involved and help shape your community.

**PLEASE PRINT LEGIBLY**

NAME OF APPLICANT: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

DAYTIME/EVENING TELEPHONE NUMBERS: \_\_\_\_\_

PLEASE CHECK APPROPRIATE STATEMENTS:     I reside within the city limits of Woodway, Texas.\*  
 I do  I do not . . . own property located in Woodway, Texas.

\* *IMPORTANT - - By checking this box, you are indicating that your legal residence or domicile (your home and fixed place of habitation to which you intend to return after any temporary absence) is located within the city limits of Woodway, Texas.*

LENGTH OF TIME APPLICANT HAS RESIDED IN THE WOODWAY CITY LIMITS: \_\_\_\_\_

PLEASE INDICATE BELOW HOW YOU WOULD LIKE TO SERVE THE CITY OF WOODWAY...  
**IMPORTANT:** IF MORE THAN ONE AREA IS INDICATED, **NUMBER YOUR PREFERENCES** WITH "1" BEING YOUR FIRST CHOICE, "2" BEING YOUR SECOND CHOICE, ETC. PLEASE SEE REVERSE SIDE FOR DESCRIPTIVE INFORMATION AND MEETING SCHEDULES.

- \_\_\_\_\_ Board of Adjustment (must be resident and owner of property in Woodway)
- \_\_\_\_\_ Parks and Recreation Commission (must be resident of Woodway)
- \_\_\_\_\_ Planning and Zoning Commission (must be resident and owner of property in Woodway)
- \_\_\_\_\_ Woodway Beautiful Commission (must be resident of Woodway)
- \_\_\_\_\_ Youth Commission (must be in grades 7-12 during term and must be resident of Woodway)
- \_\_\_\_\_ I am interested in becoming a volunteer fire fighter for the City of Woodway (please see reverse side for qualifications)

OTHER WAYS YOU HAVE SERVED YOUR COMMUNITY: \_\_\_\_\_

SPECIAL INTERESTS/SKILLS/EXPERIENCE/EDUCATION YOU FEEL MAY BE HELPFUL: \_\_\_\_\_  
\_\_\_\_\_

OCCUPATION/EMPLOYER: \_\_\_\_\_

REFERENCES (MUST BE WOODWAY RESIDENTS): \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_  
\_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

**YOUTH COMMISSION APPLICANTS** - Please attach a letter which explains why you would like to be appointed to the Woodway Youth Commission and why you feel you should be chosen to serve your community in this capacity.

**YOUTH COMMISSION APPLICANTS** - The Youth Commission meets on the first Thursday of each month at 5:30 p.m. (No meetings are held in June or July.) With all of your extracurricular activities in mind, will you be able to attend these meetings? Yes  No

**YOUTH COMMISSION APPLICANTS** - Name of parent(s)/guardian(s) with whom you live: \_\_\_\_\_  
Parent/Guardian Telephone #: \_\_\_\_\_ Parent/Guardian E-Mail: \_\_\_\_\_

**ALL APPLICANTS** - By signing below, I acknowledge my interest in serving as a volunteer board/commission member for the City of Woodway. In addition, I acknowledge that I understand the importance of regular meeting attendance, as well as the importance of assisting with occasional special events and projects that may be conducted by the board or commission on which I am appointed to serve.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ CURRENT GRADE (YOUTH COMMISSION ONLY): \_\_\_\_\_

For consideration during the annual appointment process, applications must be submitted by April 15<sup>th</sup> each year.  
For consideration during the year if vacancies occur, please feel free to submit an application at any time.  
Donna Barkley, City Secretary 922 Estates Drive Woodway, Texas 76712 dbarkley@woodwaymail.org (e-mail) 254-772-0695 (fax)

## VOLUNTEER SERVICE TO THE WOODWAY COMMUNITY

Our community today is a product of the efforts of many dedicated residents who have worked hard through the years to provide and maintain a quality environment. It took caring, dedicated citizens who shared their time, expertise and vision to make Woodway what it is today. To guide our city into the future, the City Council members (all of whom are volunteers who serve without pay) solicit the participation of residents who are eager to serve and play an important role in shaping the Woodway of tomorrow. Rewards for service are not measured in dollars, but in the satisfaction that you cared enough to give back to your own community and that you helped make Woodway an even more wonderful place to live!

There are currently four established boards that meet on a regular basis:

The **Parks & Recreation Commission** is an advisory body to the City Council on all matters relating to recreational facilities in Woodway. The Parks & Recreation Commission members normally serve terms of three years. Regular meetings are held on the fourth Thursday of every month at 5:30 p.m., and members are expected to assist with occasional special events and projects held throughout the year. *Members must be residents of Woodway.\**

The **Planning & Zoning Commission** acts on a wide variety of issues including zoning, platting of subdivisions, special use permits, long range planning and development, etc. The Commission also conducts public hearings which might be required for citizen input, and develops and recommends planning and zoning ordinances to the City Council when appropriate. Appointments are normally for three year terms. Meetings are held on the second Tuesday of each month at 5:30 p.m., and on the fourth Tuesday at 5:30 p.m. in the months of January, February, March, April, May, September, and October. *Members must be residents of Woodway and must own real property within the city.\**

The **Woodway Beautiful Commission** assists the City Council in establishing a city-wide policy for decreasing the amount of loose refuse in the city, enhancing and preserving the city's natural beauty, promoting responsible waste management, and encouraging the use of landscaping and the improvement of deteriorating features. Woodway Beautiful members are normally appointed for three year terms. Meetings are held on the third Thursday of each month at 5:30 p.m., and members are expected to assist with special events and projects which are conducted throughout the year. *Members must be residents of Woodway.\**

The **Youth Commission** is an advisory body to the City Council on matters relating to young citizens. Members are appointed for one year terms. Meetings are held on the first Thursday of each month (except June and July) at 5:30 p.m., and members are expected to assist with special events and projects which are conducted throughout the year. *Members must be Woodway residents in grades 7-12.\**

The following board has no regular meeting schedule. It meets only when necessary and when allowed by law:

The **Board of Adjustment** addresses appeals filed with the City regarding application, interpretation, or reasonableness of certain ordinances or administrative decisions pertaining to zoning, variances for non-conforming uses of real property, appeals and variances regarding administration and provisions of flood damage control ordinances, etc. All requests for Board of Adjustment review are forwarded to the City Attorney who determines if the law would allow Board action on the matter at hand. The Board of Adjustment has five regular members and four alternates who are normally appointed for two year terms. As stated above, there is no regular meeting schedule; the members are "on call" and only meet under the advisement of the City Attorney. *Members and alternates must be residents of and own real property in Woodway.\**

*\* Please review description of "legal residence" on other side.*

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### **VOLUNTEER FIRE FIGHTERS**

The **Volunteer Fire Fighters** supplement our paid workforce of public safety officers who serve as certified police officers and fire fighters. Applicants must be physically fit and able to attend a volunteer fire fighter academy consisting of approx. 90 hours of classroom and field work. Upon class completion, volunteers meet once a month for regular training and are on call for emergencies. *Applicants must be at least 18 years of age on the first day of the academy and live within a specified response area.*