

**City of Franklin**  
**Administrative Policy/Procedure**

**Issue Date:** September 23, 2003

**Source:** Common Council Action

**Affected Departments:** Department of Administration, Human Resources, City Clerk

**Subject:** Qualifications Determination - Volunteers

**Policy:** The Mayor appoints members to the City's Boards and Commission, subject to confirmation by the Common Council. The Director of Administration and the Human Resources Manager are responsible for ensuring that accurate information about a volunteer's qualifications are provided when a volunteer submits his/her fact sheet.

**Procedure:** Volunteers express their interest in an appointment to a Board or Commission by filing out a "Volunteer Fact Sheet". Fact Sheets will be routed to the Human Resources Manager and Administration Department for review of completeness. Upon review, the Fact Sheet will be forwarded to the Clerk's Office.

The City Clerk will keep an active list of volunteers in alphabetical order by area of interest. Volunteer Fact Sheets will remain active until the Volunteer is selected or until 2 years have elapsed from the date of fact sheet submittal. After that time, the volunteer may submit a new fact sheet. The active list shall be provided to the Mayor and Aldermen on a quarterly basis, and Boards and Commission Chairs and Aldermen upon request.

Passed and adopted at a regular meeting of the Common Council of the City of Franklin this 23rd day of September, 2003. (Vote: Ayes-All)