

# TOWN OF LONGBOAT KEY TOWN BOARD AND COMMITTEE APPLICATION

Longboat Key Town Commission recognizes that citizen participation is a vital component of a vibrant democratic local government. The Town also recognizes the unique contributions made by volunteers and encourages involvement in local government through service on a Town Board or Committee.

Name of Advisory Board or Committee for which you are applying:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Alternate  
Address: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_

Cell: \_\_\_\_\_

Work: \_\_\_\_\_

**Preferred Contact Number:** Home  Cell  Work

E-Mail Address: \_\_\_\_\_

Are you: Longboat Key Registered Voter?    Yes     No

**Please indicate if you would be available for meetings during all months:  ALL**  
**Or provide any months you would not be available:** \_\_\_\_\_

Occupation: \_\_\_\_\_  
(If retired, please indicate former occupation or profession.)

Are you currently serving on any Town Boards or Committees?    Yes     No

If yes, please provide the name of the Board or Committee:

1. \_\_\_\_\_
2. \_\_\_\_\_

The Town Code requires appointments to all Boards to be persons who are residents and registered voters of the Town of Longboat Key.

No person may serve on the Planning and Zoning Board, the Zoning Board of Adjustment, or the Consolidated Retirement System Board of Trustees concurrently. (These requirements do not apply to appointments to ad hoc committees.)

**Complete the following: *Please describe those facets of your background/experience that you feel may be useful for membership on this Board/Committee.***

What do you feel you can contribute to the committee to which you are applying?

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Academic – Degrees, Diplomas

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Professional – Certifications

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Knowledge – Training, Interests, or experience

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Organizations – Membership

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**Please attach any other information or resume you feel will assist the Commission in making their decision on this appointment.**

## IMPORTANT INFORMATION ON APPOINTMENTS TO BOARDS OR COMMITTEES

Florida's Public Records Law, Chapter 119, Florida Statutes, states: "It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision (except members of solely advisory bodies) and all members of bodies exercising planning, zoning, or natural resources responsibilities are required to file a financial disclosure form within 30 days after appointment and annually thereafter for the duration of the appointment as required by Chapter 112, F.S.

The Consolidated Retirement System Board of Trustees, Planning & Zoning Board, Zoning Board of Adjustment, and the Investment Advisory Committee are continuing boards. At various times the Town has had, or may have, ad hoc committees such as: Airport Advisory, Beach Advisory, Beautification, Citizens Relations, Facilities Advisory, as well as others. These committees have an assigned task and will sunset upon completion of duties.

Terms on various boards and committees vary and may be for a period up to four years. Appointments expire on the second Wednesday in May of each year on a staggered basis, with the exception of the Consolidated Retirement System Board of Trustees which expires on September 30 each year on a staggered basis. Vacancies occur throughout the year for various reasons; appointments by the Town Commission to fill vacancies are for the remainder of the unexpired term. If any vacancy is for a period of less than six months, the Town Commission, at their discretion, may appoint an individual for the remainder of the current term, plus one full term at the time of appointment.

Town boards and committees play a vital part in our community. You are encouraged to submit an application for appointment to a Town Board or Committee prior to board appointment deadlines. The deadline to accept any application for current appointments is included in the advertisement. If appointed, board and committee members are required to complete a Sunshine Law training video scheduled by the Town Clerk's Office.

For information concerning any board or committee or the appointment process, please call the Office of the Town Clerk at Town Hall, 316-1999, or visit our website at [www.longboatkey.org](http://www.longboatkey.org).

### COMPLETE, SIGN, AND RETURN THIS FORM TO:

**OFFICE OF THE TOWN CLERK  
Town of Longboat Key  
501 Bay Isles Road  
Longboat Key, FL 34228**

OR: e-mail to: Town Clerk Trish Shinkle, [tshinkle@longboatkey.org](mailto:tshinkle@longboatkey.org)

***Download and save PDF, open PDF version, sign, and then click Submit Now.***

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Applicant Signature  
(Electronic Signatures Accepted)

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Date