



# TOWN POLICY

## COUNCIL POLICY:

# Volunteer Agencies, Boards, and Committees Policy

**POLICY NUMBER: V-30-1**

**RESOLUTION NUMBER:** 2025-40

**ADOPTED:** February 11, 2025

**REFERENCE:** Bylaw 1677: Council Committees Bylaw

**SUPERSEDES:**  
V-30

**PREPARED BY:** Assistant Administrator

**DATE:** February 7, 2025

**UP FOR REVIEW:** February 11, 2030

## Appointment to Boards

As volunteer position vacancies occur on Agencies, Boards, or Committees (ABC), or as new ABCs are created, The Town will advertise the vacancies to the public through the local newspaper, television channel, website, and social media accounts requesting applications for the positions be submitted.

All ABCs with members at large must provide the Town with a list of vacancies that will need to be filled in the coming year by the end of September 15<sup>th</sup>.

The Town will advertise these vacancies through the normal channels, including the Temple City Star, Channel 32, the Town's website, and social media accounts. The ABC may then review the applications or nominations received and select those applicants or nominees which would best suit the ABC. If there are no appropriate submissions, the ABC will be encouraged to compile a list of potential candidates of their choosing.

The ABC will submit their list of potential candidates to Council for approval. Council will have the opportunity to approve the list as a whole or to approve an amended list without the names of applicants they deem to be inappropriate. Council will not prioritize the list of applicants.

The individuals will be contacted in order of priority set by the ABC until the vacancy is filled.

Ad hoc committees will abide by this policy as the committees are formed and only if they have positions for members at large.

All volunteers shall serve and be governed according to the bylaws or regulations of the respective ABC.

Service on ABCs is voluntary with no remuneration unless the regulations of the ABC allow remuneration.





# APPLICATION

Volunteer Agencies, Boards, and Committees Policy

## Application for Volunteer Agencies, Boards, or Committees (ABC) with the Town of Cardston

The Council of the Town of Cardston requires citizens as volunteers for various agencies, boards, and committees (ABC). Qualifications of potential members are:

- Be a permanent resident living within the municipal boundaries of the Town of Cardston (*unless a specific ABC calls for intermunicipal collaboration within its membership*).
- Be available to meet with the ABC at all regular meetings.
- Ability to provide unbiased representation and work for the best interest of the Town.

Members of an ABC will be required to sign a Code of Conduct as found in Appendix "B" of Town of Cardston Bylaw 1668: Code of Conduct Bylaw.

Please fill out the following information and return the application by dropping it off at the Town office, faxing it to 403-653-2499, or emailing it to [info@cardston.ca](mailto:info@cardston.ca). Not all applications may be immediately selected to a board, but the application will be kept on file for future vacancies.

### Personal Information:

Name:	
Address:	
Phone:	Email:

### Agency, Board, or Committee (ABC) of Interest:

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### What skills would you bring to the ABC? Check all that apply

<input type="checkbox"/> Communication	<input type="checkbox"/> Nonprofit Experience / Management
<input type="checkbox"/> Community Relations/Networking	<input type="checkbox"/> Strategic Thinking / Planning
<input type="checkbox"/> Finances/Accounting	<input type="checkbox"/> Public Relations
<input type="checkbox"/> Leadership	<input type="checkbox"/> Business Experience





# APPLICATION

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**Why are you interested in volunteering on the ABC?**

**What experience or education would you bring to the ABC that would be beneficial and make you an effective committee member?**





# APPLICATION

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**Are there any days and/or times weekly that you are not available to meet?**

If so, then please indicate:

**Any other notes or information that may be helpful in considering the application?**

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Signature of Applicant

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Date

