

Be a City of Springfield
VOLUNTEER

Let your voice
be HEARD



Application for Volunteer Service

A resume may be attached. To fill out an application online, visit springfieldmo.gov/boards/home.jsp

Title	Name	Email
Employer		Position

Check your preferred mailing address:

- Home Business

Address:		Address:	
City:	Zip:	City:	Zip:
Home Phone:		Business Phone:	

Do you live in the Springfield City Limits?
 Yes No If yes, how long? _____

Previous Employers & Positions:

Educational Background:

Special Qualifications (include past board service):

Select Board(s) / Commission(s) in which you are interested in serving:

- | | |
|--|--|
| <input type="checkbox"/> Airport Board | <input type="checkbox"/> Mayor's Commission for Children |
| <input type="checkbox"/> Art Museum Board | <input type="checkbox"/> Personnel Board |
| <input type="checkbox"/> Board of Adjustment | <input type="checkbox"/> Planning & Zoning Commission |
| <input type="checkbox"/> Building, Housing & Craft Appeals | <input type="checkbox"/> Police Civilian Review Board |
| <input type="checkbox"/> Equalization | <input type="checkbox"/> Police Officers' & Fire Fighters' Retirement System Board of Trustees |
| <input type="checkbox"/> Building Trades, Examination & Certification | <input type="checkbox"/> Public Building Corporation |
| <input type="checkbox"/> Cable Television Advisory Commission | <input type="checkbox"/> Public Housing Authority |
| <input type="checkbox"/> Citizens Advisory Committee for Community Development | <input type="checkbox"/> Public Utilities Board |
| <input type="checkbox"/> Citizens' Sales Tax Oversight | <input type="checkbox"/> Convention & Visitors Bureau, Inc. |
| <input type="checkbox"/> Industrial Development Authority | <input type="checkbox"/> Public Library Board |
| <input type="checkbox"/> Land Clearance for Redevelopment | <input type="checkbox"/> Traffic Advisory Board <input type="checkbox"/> Tree City USA |
| <input type="checkbox"/> Landmarks Board | <input type="checkbox"/> Citizens Advisory Committee |
| <input type="checkbox"/> Mayor's Commission on Human Rights | <input type="checkbox"/> University of MO Extension Council |

Would you accept an appointment for a Board/Commission not listed above? Yes No

Community activities & offices held:

References:

Upon consideration, you will be sent an Ethics Handbook. Please read it, sign it, sign the back page, and return the signature page to the City Clerk. A signed copy must be on file with the City Clerk prior to your appointment.

(For Office Use Only)

Appointed to:	By:	Term Length:	Zone:
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Boards & Commissions



Board/Commission	Description	Meeting Time/Place
Airport Board	Has charge of and operates all airports and other facilities for the operation and services of aircraft now owned or operated or which may hereafter be owned or operated by the City.	Monthly 3rd Thurs 8am 2300 N. Airport Blvd. Suite 100
Art Museum Board	Has charge of and operates the City Art Museum for the promotion of aesthetic or artistic education.	Monthly 3rd Thurs 5pm Art Museum Conference Rm. 1111 E. Brookside Dr.
Board of Adjustment	Has authority to hear appeals, decide district boundaries, allow exceptions and grant variances of the Zoning Ordinance relating to land improvements, in accordance with guidelines established by the Zoning Ordinance.	Monthly 1st Tues 1:30 pm Historic City Hall Council Chambers; 830 Boonville Ave.
Board of Equalization	The City-appointed members meet with representatives from the County Board for the purpose of equalizing assessment of property within the City.	Monthly 2nd Thurs 9am Greene County Historic Courthouse, Rm. 113 940 Boonville Ave.
Building, Housing & Craft Appeals	Has exclusive appellate jurisdiction over the building and housing codes, including the electrical, gas and plumbing codes.	On Call
Building Trades Examination & Certification Board	Administers the licensing of the members of various building crafts or trades.	Monthly 1st Thurs 5:30pm 1st fl Conference Rm. Busch Municipal Building 840 Boonville Ave.
Cable Television Advisory Commission	Works with and advises the City Council, in preparing, operating and the procedural rules for the public and educational television access channels and in preparing any subsequent changes in said rules. The Commission reports to City Council on the progress of the operation and recommends such changes in the franchise agreement as it may find necessary or desirable.	Quarterly 3rd Tues 5:30 pm 1st fl Conference Rm. Busch Municipal Building 840 Boonville Ave.
Center City Development Corporation	A Missouri public benefit corporation formed to assist the City by providing for the acquisition, construction, improvement, extension, repair, remodeling, renovation and financing of improvements to the center city.	On Call Busch Municipal Building 840 Boonville Ave.
Citizens Advisory Committee for Community Development	Makes recommendations to City Council on the Community Development Block Grant Program. Members shall represent various population segments (minorities, elderly, handicapped) likely to benefit from CDBG funds.	Monthly 4th Tues 6pm 1st fl. Conference Rm. Busch Municipal Building 840 Boonville Ave.
Citizens Sales Tax Oversight Committee	Reviews and monitors the 1/4-cent Capital Improvements Sales Tax revenues, the 1/8-cent Transportation Sales Tax revenues, the Hotel/Motel Tax revenues, the 3/4-cent Pension Fund Sales Tax revenues and evaluates any proposed reduction or enhancement to pension benefits before they are presented to City Council.	Quarterly 3rd Thurs 5:30pm 4th fl. Conference Rm. Busch Municipal Building 840 Boonville Ave.
Industrial Development Authority	Develops commercial, industrial, agricultural or manufacturing facilities in the City and also issues revenue bonds for industrial projects.	On Call
Land Clearance for Redevelopment Authority	Administers the Community Development Program for the City.	On Call Busch Municipal Building 840 Boonville Ave.
Landmarks Board	Advises City Council, Planning & Zoning Commission, the Park Board and the City Manager relating to the identification, protection, retention and preservation of historical sites in the City of Springfield. This board reviews applications for building permits or for purposes of renovation within the Commercial Street Historic District, the Walnut Street Urban Conservation District and the Mid-Town Historic District.	Wed.'s as approved on yearly schedule 5:30pm Historic City Hall Council Chambers 830 Boonville Ave.

Board/Commission	Description	Meeting Time/Place
Mayor's Commission on Human Rights & Community Relations	Fosters mutual understanding and respect among all racial, religious and ethnic groups of the City and investigates discrimination complaints.	Monthly 3rd Wed. 5:30pm 1st fl. Conference. Rm. Busch Municipal Building 840 Boonville Ave.
Mayor's Commission for Children	To act as a catalyst to mobilize and educate our community concerning the health and well-being of local youth and to provide an unbiased report on community progress with respect to these issues.	Monthly 2nd Tues 8am Midtown Carnegie Library 397 E. Central Ave.
Personnel Board	Advises the City Council, City Manager and Director of Human Resources concerning personnel administration and makes any investigation which it considers desirable concerning the administration of personnel in the municipal service; approves Merit System rules and hears appeals from disciplinary action.	As Needed 1st Thurs 1:30pm 4th fl. Conference Rm. Busch Municipal Building 840 Boonville Ave.
Planning & Zoning Commission	To recommend proposed amendments to Springfield Comprehensive Plan, Zoning Ordinance & Official Zoning Map; applications for conditional use permits; exercises control over platting of subdividing land and other various land development applications within the City.	Bi-Monthly Thurs 6:30pm Historic City Hall Council Chambers 830 Boonville Ave.
Police Civilian Review Board	To review and comment to the City Council through the City Manager and to the Chief of Police upon citizen appeals of determinations made by the Police Department about specific police conduct matters.	Monthly 1st Tues 1pm 2nd fl. West Conference Rm. Busch Municipal Building 840 Boonville Ave.
Police Officers' & Fire Fighters' Retirement System Board of Trustees	Oversees the benefit package, investment portfolio and criteria for granting disabilities. Citizen members are chosen from the professional community in the areas of law, accounting, financial management, investment management or actuarial analysis.	Monthly 2nd Thurs 8:30am 4th fl. Conference Rm. Busch Municipal Building 840 Boonville Ave.
Public Building Corporation	The not-for-profit corporation has been formed to assist in providing alternative means to finance various City projects. The Board of Directors consists of nine members with no City residency requirements. 6-year terms.	On Call
Public Housing Authority	Provides housing for people of low income.	Monthly 3rd Fri. 9:30am Madison Tower 421 W. Madison
Public Utilities Board	Has the power and duty to take charge of and exercise control over any public utility owned or operated by or hereafter acquired by the City.	Monthly Last Thurs. 3pm City Utilities Board Rm. 301 E. Central Street
Springfield Convention & Visitors Bureau, Inc.	The Administrative Board of this not-for-profit corporation (as of July, 1989) promotes tourism and conventions in the City.	Montly 3rd Thurs. 8am 815 E. St. Louis
Springfield/Greene County Environmental Advisory Board	Makes recommendations to the various departments, boards and agencies of the City and to City Council on programs or activities which will improve, preserve and/ or protect the natural environment of the community.	Monthly 2nd Tues. 7:30am Environmental Resource Center 290 E. Central
Springfield/Greene County Park Board	Operates and maintains more than 100 park sites, trails and facilities, ranging from neighborhood playgrounds to multi-use recreations centers.	Monthly 2nd Fri 8:30am Park Board Administrative Offices 1923 N. Weller
Springfield/Greene County Public Library Board	Sets and reviews policies carried out by the Executive Director of the Library District.	Monthly 3rd Thurs. 4pm Rotation to different library facilities
Traffic Advisory Board	Advises the Traffic Engineer, Chief of Police, City Manager and City Council of ways and means for improving traffic conditions and/or enforcement of traffic regulations.	Monthly 4th Tues. 3:30pm Transportation Management Center of the Ozarks 1107 W. Chestnut
Tree City USA Citizens Advisory Committee	Advises City Council and appropriate Departments regarding the city's trees and the community's urban forest and assists in continuing to qualify Springfield as a Tree City USA community.	Monthly 3rd Thurs. 1:30pm 1st fl. Conference Rm. Environmental Resource Center 290 E. Central
University of Missouri Extension Council	The Mayor appoints one person to serve; makes recommendations & suggestions to the University concerning the extension programs.	Monthly

For applications contact:

City Clerk | Busch Municipal Building | 840 Boonville Ave | Springfield, MO 65802 | (417) 864 - 1442 | Apply online at springfieldmo.gov

Revised 08/04/2014

Residency Requirements



Board/Commission	Years	Appointed By
Airport Board	2/0*	City Manager
Art Museum Board	2	City Manager
Board of Adjustment	2	City Manager
Building, Housing & Craft Appeals	2	City Manager
Board of Equalization	5	City Council
Building Trades Examination & Certification Board	2	City Manager
Cable Television Advisory Commission	2	City Council
Citizens' Advisory Committee for Community Development	3	City Council
Citizens' Sales Tax Oversight Committee	3	City Council
Industrial Development Authority	1	City Manager
Land Clearance for Redevelopment	5	Mayor
Landmarks Board	2	City Council
Mayor's Commission on Human Rights & Community Relations	2	Mayor
Mayor's Commission for Children	2/0*	Mayor
Personnel Board	2	City Council
Planning & Zoning Commission	2	City Council
Police Civilian Review Board	2	City Council & City Manager
Police Officers' & Fire Fighters' Retirement System Board of Trustees	0*	City Council
Public Building Corporation	0*	City Council
Public Housing Authority	1	Mayor
Public Utilities Board	2/0*	Council Committee of the Whole
Springfield Convention & Visitors Bureau, Inc.	0*	Mayor
Springfield/Greene County Environmental Advisory Board	2	City Council
Springfield/Greene County Parkboard	2	City Manager
Springfield/Greene County Public Library Board	2	Mayor
Traffic Advisory Board	2	Mayor
Tree City USA Citizens Advisory Committee	2	Mayor
University of Missouri Extension Council	0*	Mayor

* Special Requirements