

**Application for Appointment to the Des Plaines Park District Board of Commissioners
for the Office of a Park Commissioner**

The Des Plaines Park District Board of Commissioners is accepting applications from Des Plaines residents interested in serving on the Park Board of Commissioners, to fill one vacancy for a term which expires on May 16, 2023 at the regularly scheduled Board meeting.

Park Commissioner Qualifications:

Each member of the Park Board of Commissioners must be a citizen of the United States, 18 years of age or older, a registered voter in the Des Plaines Park District, a resident of the State of Illinois, and a resident within the Des Plaines Park District's jurisdictional boundaries. Residency must be established for a minimum of one year prior to submittal of the Park Commissioner application.

A person is not eligible to serve as a Park Commissioner if that person is in arrears in the payment of tax or other indebtedness due to the Park District, or has been convicted in any court located in the United States of any infamous crime, bribery, perjury, or other felony. The candidate appointed to the Park Commissioner position will be required to file a "Statement of Economic Interest" with the County Clerk.

Basic Expectations of Park Commissioners:

- Attend Board meetings and functions. Park Commissioners must commit to attending monthly Board meetings, currently held on the third Tuesday of the month at 7:00 p.m., at the Des Plaines Park District Administrative & Leisure Center, 2222 Birch Street, Des Plaines, IL 60018.
- Understand the Des Plaines Park District's mission, services, policies and programs.
- Review agenda and supporting Board packet materials before Board meetings.
- Abide by the policies of the Des Plaines Park District and Federal and State statutes governing the operations of the Park District.
- Assist the Board in carrying out its fiduciary duties.

Compensation:

Park Commissioners serve in a volunteer capacity and without monetary compensation.

Des Plaines Park District is an Equal Opportunity Organization

The Park Board is seeking the best-qualified candidate for Park Commissioner, and provides equal opportunity in a manner which does not discriminate against any person because of race, creed, color, national origin, religion, sex, sexual orientation, ancestry, age, marital, civil union or family status, physical or mental handicap, pregnancy or unfavorable discharge from military service.

To Apply:

To obtain an application packet for the current vacant Park Commissioner seat:

1. Download Application Packet from the District's website:
<https://www.dpparks.org/park-board-vacancy>
2. Pick up an application packet at the Front Desk of the Administration & Leisure Center, 2222 Birch Street, Des Plaines, IL 60018.

APPLICATION DEADLINE:

Completed Application Forms shall be submitted no later than 5:00pm on June 4, 2021.

Mail or deliver to:

Des Plaines Park District
Attn: Donald Miletic, Executive Director
2222 Birch Street
Des Plaines, IL 60018
Email to: dm@dpparks.org.
Fax to: 847-391-5707

Incomplete applications may not be considered. All information submitted in the application will be released to the public upon request to the Freedom of Information Act.

Selection Process: The selection process will proceed in two stages as follows:

A. Review of Submission of Applications:

The Park Board of Commissioners will review and evaluate all Park Commissioner Applications at the June 15, 2021 Park Board Meeting Executive Session. The selection of top-rated candidates will be based upon their Application Submittal, using the following evaluation criteria:

1. Qualifications and experience of the Applicant.
2. Willingness to support the Des Plaines Park District's Mission Statement to "Enhancing our community by providing quality recreational opportunities, facilities, parks and open space."
3. Satisfactory compliance with the Application Requirements.
4. Active participant in Park District program/ events and user of parks / facilities.
5. Active involvement in community organizations is preferred.

B. Oral Interview:

Each of the three to five (3-5) most highly rated candidates will be offered an opportunity to participate in an oral interview at a Special Park Board Meeting in July or August, to more fully discuss the candidate's approach to meeting the needs of the District. If you are selected for an interview, you will be contacted.

A final appointment decision will be based upon the combined evaluation of written responses and the oral interviews and will be determined at the August Park Board Meeting

If you have questions or need further assistance, please contact Don Miletic, Executive Director at dm@dpparks.org or 847-391-5700.

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Note: All information submitted in this application will be released to the public upon request, subject to the Freedom of Information Act.

Name: _____ Work Phone: _____
Address: _____ Home Phone: _____
City: _____ Cell Phone: _____
State: _____ Zip Code: _____ Email: _____

How long have you been a resident of Des Plaines? _____ Are you a full time resident? ___ Yes ___ No

What is your interest/objective in serving on the Board of Park Commissioners? _____

What other civic obligations and/or memberships in professional organizations do you have?

(Please list office held, duties, and term of office) _____

Are you able to attend all Board meetings and functions, including monthly Board meetings currently held on the third Tuesday of each month, 7:00p.m. at the Administrative & Leisure Center, 2222 Birch Street, Des Plaines IL?
___ Yes ___ No

What previous experience do you have serving on a board, committee, or commission?

Briefly describe any special knowledge, skills, or experiences that qualify you for this appointment.

Other information that may be pertinent to your appointment:

- Education (School, Degree, Diploma): _____
- Occupation: _____
- Known or potential conflicts of interest: _____
- Recreational Interests: _____
- Are you a member of the Des Plaines Park District or do you use any of its facilities or programs? ___Y ___N

Please provide a brief summary of your experience, stating why you feel you are qualified for the position as a Park Commissioner. Include any previous involvement with the Des Plaines Park District, such as memberships at our facilities or participation in our recreation programs.

If you are appointed as the Park Commissioner, how would you help the Des Plaines Park District to continue to strive to meet the mission of the Park District "*Enhancing our community by providing quality recreational opportunities, facilities, parks and open space*"? _____

What is your long-range outlook for the Park District, its parks and facilities? _____

Have you ever has been convicted in any court located in the United States of any infamous crime, bribery, perjury, or other felony? ___ Yes ___ No

If Yes, please explain _____

Please provide 2 references: Name: _____ Phone: _____
Name: _____ Phone: _____

If you need more space to respond or wish to submit other information, such as your resume, please attach all additional pages as needed. Thank you for applying. We appreciate your desire to serve the community.

Date: _____ Applicant's Signature: _____

Applications are due no later than 5:00pm Friday June 4, 2021.

Applications may be submitted at Administrative & Leisure Center by mail:

Don Miletic, Executive Director
Des Plaines Park District
2222 Birch Street
Des Plaines, IL 60018

Applications may also be submitted by email to: dm@dpparks.org

Or by Fax: 847-397-5707