

Application for Appointment to the Village Board

The Village of Rochester is soliciting applications from individuals interested in serving on the Village Board, to fill a seat with a term ending in April, 2025. Please refer to the attached job description for a detailed list of duties, expectations, and compensation.

Name: _____ Date: _____
Home address: _____
Length of residence: _____ E-mail address: _____
Phone (day): _____ Phone (evening): _____
Occupation: _____ Employer: _____

1) Have you ever volunteered for or been affiliated with other public or private boards, commissions, community groups, or professional associations? If yes, please describe the nature of your involvement and your length of service.

2) This position generally requires two evening meetings each month and 8-12 hours of meeting and preparation time. Are you able to meet this commitment on a regular basis?
☐ Yes ☐ No ☐ Maybe (please describe):

3) Why are you interested in serving on the Village Board?

4) Please describe your personal and professional skills, experiences, and qualifications that relate to the responsibilities of a Village Board trustee.

Village Trustee Job Description

The Village of Rochester is managed by an elected non-partisan Board of seven members: one president and six trustees. In Wisconsin's Village form of government, officials are elected "at large." Any qualified elector of the municipality is able to run for any seat. In odd years, the President and three trustees are up for election. In even years, the other three trustees are up for election. Terms are for two years.

RESPONSIBILITIES:

Village Board members are responsible for managing village property, finances, safety, health, comfort, and the general welfare of village property owners and residents by:

- Establishing broad policies and objectives;
- Overseeing growth and development in the community;
- Passing, amending, and repealing local ordinances;
- Selecting, appointing, and reviewing the performance of village officials and employees;
- Overseeing the budget of and distribution of taxpayer dollars; and
- Accounting to taxpayers for the village's performance.

The Board operates under Robert's Rules of Order to enact legislation and take official action. Informational and procedural materials will be provided to the successful candidate.

TIME COMMITMENT AND SCHEDULING:

Village Trustees are expected to attend all regular and special Village Board meetings, although excused absences do occasionally occur. Regular monthly meetings are held on the 2nd and 4th Mondays of each month beginning at 7:00 p.m. Each Trustee is also assigned to serve on one or more Village committees. To both prepare for and attend meetings, the approximate monthly time commitment to serve as a Village Trustee is 8 to 12 hours.

DESIRED QUALIFICATIONS:

To serve as a Village Trustee, you must:

- Be a citizen of the United States of America.
- Be a resident of the Village of Rochester.
- Be at least 18 years old.
- **Not** be a convicted felon.

The following skills and traits are desired of Village trustees:

- Demonstration of active interest and involvement in the community.
- Attention to detail, open mindedness, patience, and willingness to listen and learn.
- Ability to work as a team and make decisions based on the best interests of the community.
- Ability to speak and write clearly.
- Ability to think critically.
- A sufficient understanding of financial information to evaluate budgets and financial statements.

COMPENSATION: Village Trustees receive an annual base salary of \$4,700 and are compensated on a per meeting basis of \$20 or \$25 per meeting depending on the duration of the meeting. Paychecks are issued bi-weekly.