



COMMITTEE VOLUNTEER APPLICATION

Date _____ Name _____

Address _____

Home Phone # _____ Cell Phone # _____

Email Address _____

Application For _____
(Committee Name)

As a member of an Anthem Country Club Community Association Committee, serving the Board of Directors, you will be involved in the following:

- Attending Committee meetings on a regular basis and be available for additional meetings as necessary;
- Carrying out the Committee Charter and abiding by the rules for the members; and
- Advising Committee chairperson of any changes that will affect your availability or responsibility to the Committee.

Please provide a brief summary of your qualifications to serve on this Committee.

1. My reasons for wanting to serve on the Committee are _____

2. My Strengths are _____

3. Pertinent experience and qualifications that may assist me in my Committee contributions _____

4. Are you currently participating or have previously participated in any community organizations? Please explain _____

5. How long have you lived in Anthem and are you a full-time resident Owner? _____

6. How did you learn about the volunteer opening in this Committee? _____

Please submit your application and a brief written bio of your work or volunteerism history. In addition, feel free to submit a résumé (if desired) to:

Anthem Country Club Community Association
Attn: Community Association Manager
3701 W. Anthem Way, Suite 201
Anthem, Arizona 85086 (623) 742-6030



Interview and Selection Process

Committee:

1. Set a deadline date for receiving résumés/applications two (2) weeks prior to interview.
2. Chair and ACCCA staff to screen résumés: Check for violations on file, residency etc.
3. Screened and accepted résumés and applications distributed to all respective Committee members.
4. Interview conducted by the chair and the Committee.
 - Determine the Committee quorum.
 - Invite the candidate to the Civic Building.
 - Use predetermined set of interview questions based on general and specific membership qualifications for each committee and additional questions, as appropriate. Question the candidate's availability for attending the meetings throughout the year.
 - Thank the applicant(s) and advise them they'll be contacted when decisions are made.
5. Hold a closed-session meeting of Committee to openly discuss candidates.
 - Be mindful of the charter and the qualifications of the candidate suited for the Committee.
 - Use a predetermined rubric containing criteria tailored to each Committee to objectively evaluate the candidate(s).
 - Decide the best candidate(s).
6. Chair offers candidate(s) spot on Committee subject to approval by the ACCCA Board at regular meeting.
7. Invite candidate(s) to attend Committee meetings with no voting rights until Board approval.
8. Welcome the candidate(s) as a voting member after the approval by the ACCCA Board.
9. Place applicants found qualified in excess of vacancies on the Committee waiting list.
10. Notify and thank all applicants for their interest, application and, if not accepted, suggest other ways candidate may support our community.

Candidate:

1. The candidate will submit the Volunteer Application and résumé/biography two (2) weeks prior to interview.
2. Candidate waits for initial screening by chair and staff.
3. The candidate will be invited to the Civic Building for an interview which will be conducted by Committee chair and members.
4. Following interview, candidate will wait to hear Committee decision.
5. The candidate, if accepted, will serve as a nonvoting member until Board approval is given.
6. The candidate will become a voting member upon Board approval.