



City of Ottawa, Kansas
Application to Serve on a Board or Commission

Name _____

Address _____

Do you live within the City limits? yes no

Home phone number _____ Cell phone number _____

Email address _____

Place of employment _____

How long have you been a resident of Ottawa? _____

How long have you been a resident of Franklin County? _____

How much time can you devote to serving each month? _____

Are you related to a Board/Commission member or a City employee? yes no

Briefly describe why you are interested in serving on the Ottawa Municipal Auditorium Advisory Board.

List any groups or activities to which you belong and which demonstrate your involvement in the community and an understanding of the arts/cultural sectors of our community.

Signature _____ Date _____

Thank you for your interest in serving. Please complete this form and return to the City of Ottawa, Kansas Office, City Hall, PO Box 60, Ottawa, KS 66067; or bring to the City of Ottawa, Kansas Office, 101 S. Hickory. Receipt of applications will be acknowledged. For more information, contact the City of Ottawa, Kansas Office at 785-229-3637, or by email at: info@ottawa-ks.org

Advisory Board Expectations

1. Serving an initial term of one (1) or two (2) years in length and then being eligible for a three (3) year appointment.
2. A commitment to meet at least quarterly and participate in other meetings as necessary.
3. Be an active champion of and participant in Ottawa Municipal Auditorium activities.
4. Actively engage in the following advisory board duties:
 - A. Advise the Auditorium Manager of groups which might be interested in using the Municipal Auditorium;
 - B. Advise the Auditorium Manager of what additional information and data should be gathered so as to attract conventions, touring companies, and other groups to use the Municipal Auditorium;
 - C. Advise the Auditorium Manager of additional attractions or events which might increase the utilization of the Municipal Auditorium;
 - D. Assist the Auditorium Manager in promoting the use of the Municipal Auditorium.
 - E. Direct all inquiries from persons or groups desiring to use the Municipal Auditorium to the Auditorium Manager.
 - F. Make reports to the Governing Body concerning the Municipal Auditorium activities at least twice yearly.
 - G. Make recommendations concerning the annual budget, including capital Improvements to the Governing Body.

The City Commission and City Manager sincerely appreciate your interest in serving on this Advisory Board for the improved promotion of an important community asset: The Ottawa Municipal Auditorium.

Thank You.