

*Instructions for submitting individuals as Tax District Commissioner
for consideration by the Board of Commissioners*

March 19, 2007

Please READ CAREFULLY, There have been some changes to the appointment requirements!!!!!!

- 1) These instructions apply to both new (first time) appointees and re-appointees.
- 2) **YOU MUST SUBMIT MORE APPLICATIONS THAN POSITIONS YOU ARE FILLING. For example, if you have 3 positions to appoint or reappoint, you must submit at least 4 applications.**
- 3) Have your appointees fill out the Board Applicant Nomination Form and forward them along with a letter of recommendation from the Fire Department to the Rowan County Manager's Office, 130 W. Innes St., Salisbury, NC 28144. The application form(s) along with the letter of recommendation by the Fire Department needs to be submitted to the County Manager's office **no later than 10 days prior to a County Commissioner's scheduled meeting date.** Applications received past this deadline will have the application process delayed to the next scheduled meeting.
- 4) The letter of recommendation can be as simple as "We are recommending the following individuals to be appointed __(fire department name)__ Fire Commissioners".
- 5) **If applicant is a reappointment, please note on the letter of recommendation who is being reappointed and if other applicants have ever served as a Fire Commissioner before.**
- 6) Once received, the applications and letter of recommendation is added to the agenda for the Board of Commissioner's consideration on appointment.
- 7) Once the Commissioners have made the appointment(s), the County Manager's office will mail a letter directly to the new appointed Tax District Commissioner welcoming them. Any off going Tax District Commissioner will receive a letter as well expressing thanks for their service.
- 8) The online County Boards and Committee database is updated with approved changes along with expiration dates.