



Kalamazoo Area Building Authority

www.kaba-mi.org

2322 Nazareth Road, Kalamazoo, MI 49048

Phone: 269-216-9511 Fax: 269-250-9078

The Kalamazoo Area Building Authority needs your help in our mission to enhance the quality of life in our community!

KABA IS SEEKING TO FILL THE POSITION OF AT-LARGE MEMBER ON OUR BOARD OF DIRECTORS.

The KABA Board of Directors is comprised of an individual representing each member municipality, who is an elected official of that municipality. In the event, there are an even number of jurisdictions for which KABA serves as Building Department, an At-Large Member shall be appointed to create an odd number of voting members of the Board of Directors.

- ❖ The At-Large Board Member must be a resident of Kalamazoo or Van Buren County.
- ❖ The At-Large Board Member may not be an employee of any of the participating local units.
- ❖ The At-Large Board Member may not be an individual whose professional dealings with KABA could constitute a conflict of interest.
- ❖ Experience in the construction/building trades is a plus!



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BOARD OF DIRECTORS AT-LARGE MEMBER APPLICATION PROCESS

Thank you for your interest in applying to the Board of Directors of the Kalamazoo Area Building Authority (KABA) as our At-Large Board Member. The process to apply for the position is as follows:

1. Complete the attached application. Applications are available on our website at www.kaba-mi.org, in person at the KABA office at 2322 Nazareth Road, Kalamazoo, MI 49048, or by email request to our Office Coordinator/Board Liaison, Penny Cassidy, at pcassidy@kaba-mi.org.
2. Once the application has been completed, please return it by mail or in person to the address listed above, or you may email the completed form to Penny Cassidy at pcassidy@kaba-mi.org.

The KABA Board of Directors will review the application and any attachments, such as a resume, that accompany the application. We will notify all applicants following the Board review as to the status of the Board Member position. If appointed to the KABA Board of Directors, a KABA staff liaison will contact you regarding meeting dates, meeting times and other information you'll need to know to help you in your new role as a Board member.

PLEASE NOTE: Unless otherwise noted, all information included in or attached to the application will become a matter of public record and may be viewable on KABA's website as an information item attached to the KABA Board agendas. If you would like one or more pieces of information, such as a phone number and/or any accompanying attachments you provide for the Board's consideration to be removed, please indicate that on the application form, and those items will be removed before any information is posted on the website.

We appreciate your interest in serving as a member of our Board of Directors and look forward to hearing from you.

Thank you.



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ROLES AND DUTIES OF THE AT-LARGE BOARD MEMBER

All meetings must comply with the Michigan Open Meetings Act and are open to the public.

Membership:

- The At-Large Board Member must be a resident of Kalamazoo or Van Buren County
- The At-Large Board Member may not be an employee of any of the participating local units.
- The At-Large Board Member may not be an individual whose professional dealings with KABA could constitute a conflict of interest.

Terms:

The At-Large Board Member shall serve for a term of two (2) years.

Compensation:

The KABA Board of Directors shall be authorized to approve compensation or reimbursement of costs for the At-Large Board Member.

Authority:

The At-Large Board Member is authorized to attend any meeting or function of the KABA Board of Directors. The At-Large Board Member is authorized to vote and their vote shall be counted in any actions taken by the Board. In the event, there are an odd number of member municipalities, the At-Large Member is an ex-officio position.



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APPLICATION TO SERVE AS THE AT-LARGE BOARD MEMBER

Applicant's Name: _____ Phone: _____

Full Home Address: _____

Email Address: _____

Are you at least 18 years of age? _____ Yes _____ No

Educational Background:

Employment History:

Volunteer Experience:

Reason(s) for wishing to serve on this Board (Please continue on back, if necessary):

Signature: _____ Date: _____

Please Print Name: _____

Note: The information provided on this application may be released to the public upon request.