

## COMMITTEE APPLICATIONS PROCEDURE

1. Applicant fills out the application form
2. Applicant submits form to the BOS
3. Select Admin will forward to committee chair
4. Committee Chair will return the form with their recommendations or other status to the BOS for **all** applications presented to the committee. All applications that are submitted to the chairperson directly, must be forwarded to the BOS
5. Select Admin will present applications to the BOS at the next Selectmen's meeting
6. **If** approved by the BOS, Select Admin will prepare paperwork for BOS signatures (Oath of Office)
7. Oath of Office will be forwarded to Town Clerk to contact applicant to get sworn in.