



# CALL FOR RESIDENT APPLICANTS: NOW IS YOUR CHANCE TO STEP UP AND GET INVOLVED IN YOUR COMMUNITY!

**[APPLY FOR A BOARD OR COMMITTEE TODAY!](#)**  
**[\(CLICK HERE\)](#)**



## BOARDS AND COMMITTEES FAQs

### WHY SHOULD I JOIN A BOARD OR COMMITTEE?

Joining a board or committee is a meaningful way to help shape Surfside's future and serve the community we live in. You'll have the opportunity to contribute to the policy-making process, direct tax dollars, offer valuable input, and participate in the development of Town programs. This rewarding experience will help expand your knowledge of local government while providing personal and professional development. All meetings are open to the public and include an opportunity for discussion and a dynamic exchange of ideas between members.

### HOW MANY BOARDS AND COMMITTEES ARE THERE IN SURFSIDE?

8 in total – The boards and committees are: **Budget Committee, Downtown Vision Advisory Committee (DVAC), Parks and Recreation Committee, Tourist Board, Planning & Zoning Board, Personnel Appeals Board, Police Trust Fund, and Pension Board.**

### WHAT IS THE TIME COMMITMENT?

Each board or committee usually only meets once a month. Some committees only meet once a quarter. Committees meet at the same designated day and time each month or quarter so you can plan in advance. (For example, on the 3rd Monday of every month). Meetings are held in the evenings after work, and last between 1 to 3 hours depending on the agenda and discussions that take place.

### WHAT IS THE APPLICATION PROCESS LIKE?

The application process to apply for a board or committee is easy. There is one simple application for all boards and committees. You can indicate your interest in more than one committee on the same application. Just fill out the application, attach a copy of your resume, sign, date it and then email your application to [snovoa@townofsurfsidefl.gov](mailto:snovoa@townofsurfsidefl.gov). Applications will be accepted on a rolling basis through noon on Monday, June 1, 2020, with the Commission making their official appointments in June.

**[APPLY FOR A SURFSIDE BOARD OR COMMITTEE.](#)**



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## HOW DOES THE SELECTION PROCESS WORK FOR EACH BOARD OR COMMITTEE?

The selection of members to a board or committee is up to the Town Commission. Each member of the Town Commission is responsible for at least one board member appointment – in some instances it is more.

Once the application period closes, all submitted applications will be reviewed by the entire Commission. Commission members may reach out to talk to you directly about your interests to help in their selection process. Each member of the Town Commission will select from that applicant pool in appointing members at a Commission meeting.

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## WHAT HAPPENED TO THE SUSTAINABILITY & RESILIENCY COMMITTEE?

Instead of relegating this issue to just one committee, your new Commission is committed to giving this important issue a seat on EVERY committee. Most boards and committees will now require at least one member with environmental expertise so that important topics like climate change and sea-level rise are brought to the forefront of all discussions and planning for the Town of Surfside. The DVAC Committee, Parks and Recreation Committee, Planning and Zoning, Tourist Board, and Budget Committee each have a position to be filled by someone with an education or expertise in sustainability & resiliency, including but not limited to, environmental sciences.

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## WHAT ARE THE REQUIRED QUALIFICATIONS?

For all boards and committees, residents must be a registered voter in Miami-Dade County, have a legal residence in the Town of Surfside, and be dedicated to making a difference in their community. Each board and committee has additional specifications based on its activities; scroll down for further details.

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## IS THERE ANY COMPENSATION TO PARTICIPATE?

Participating in a board or committee is completely voluntary and does not include compensation. The satisfaction of contributing to your community is priceless.

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## WHAT IF I HAVE TO MISS A MEETING?

The meeting dates for each board and committee are set ahead of time to help residents plan accordingly, but it is understandable that unforeseen circumstances do come up. In the event that a committee member fails to attend three regularly scheduled meetings in any one calendar year, this will be grounds for removal. A quorum is required in order to hold a meeting so please take your commitment seriously.

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## WHAT IS A QUORUM?

A quorum is the minimum number of voting members that must be present at a meeting in order to conduct business. Meetings that do not have a quorum will be cancelled. Each meeting costs money in Town personnel and preparation. That is why it is important that committee members confirm their attendance in advance and understand the importance of this commitment.



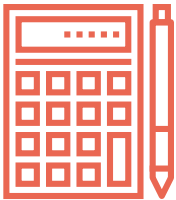
## BOARDS AND COMMITTEES DESCRIPTIONS

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Note: Surfside’s boards and committees must be composed of citizens who are registered qualified voters in Miami-Dade County, whose legal residence is in the Town of Surfside. The members of all such boards and committees must serve without compensation and may be removed at any time by a majority vote of the Town Commission. The Mayor and Town Manager must serve as ex-officio members of all boards or committees appointed by the Town Commission.

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### BUDGET COMMITTEE \*\*NEW\*\*



It’s been said that the best way to see a community’s priorities is to see where the community spends its money. Now is your opportunity to assist the Town Commission in setting the priorities for the Town budget by joining the Budget Committee. This newly created committee will help decide how your taxpayer money is spent and review expenditures as requested by the Commission. Help ensure that Surfside is directing tax dollars to best benefit residents!

#### *Appointments & Qualifications:*

The Committee must consist of five (5) voting members who are Surfside residents. The members must possess a professional background or expertise in at least one of the following:

1. Governmental experience: Recommended to have experience in government procurement/management
2. General Business
3. Accounting/auditing: Recommended to have a CPA, CFE, CGFO, CIA, or CPFO certification
4. Engineering/Construction experience

One of the members appointed must have education and/or experience in sustainability and resiliency, including but not limited to, environmental sciences.

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### DOWNTOWN VISION ADVISORY COMMITTEE (DVAC)



Want to play a role in the economic development, beauty, and growth of Surfside’s Downtown Business District? Then join the Downtown Vision Advisory Committee (DVAC). This Committee is responsible for recommending improvements in the Downtown District to the Town Commission with a focus on enhancing the unique look and historical identity of the district. The Committee also addresses retaining and attracting businesses; creating a more pedestrian-friendly Downtown; exploring innovative parking solutions; fostering engagement with Downtown property owners and business owners/operators; and collaborating with neighboring municipalities on joint initiatives that benefit residents and businesses of Surfside.

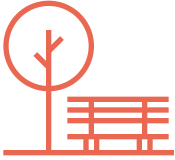
#### *Appointment & Qualifications:*

The Committee must consist of five (5) voting members who are Surfside residents. One of the members appointed must have education and/or experience in sustainability and resiliency, which may include environmental sciences.



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## PARKS AND RECREATION COMMITTEE



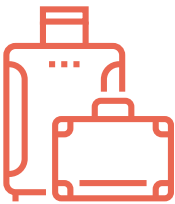
Surfside’s amazing Community Center is the heart of our Town and the pride of our community. Residents’ high quality-of-life is directly tied to our aquatic center, green spaces, and the availability of programs for seniors, kids, and residents of all ages. Join the Parks and Recreation Committee to help promote and develop special events, sports and fitness programs, cultural arts, camps, senior events, and more. Members make recommendations pertaining to facility operations and guidelines. They also provide input on capital improvement projects for the Town’s community center, parks, and open spaces.

### *Appointment & Qualifications:*

The Committee must consist of five (5) voting members who are Surfside residents. One of the members appointed must have education and/or experience in sustainability and resiliency, including but not limited to, environmental sciences.

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## TOURIST BOARD



Surfside isn’t just a wonderful place to live, it is also a fabulous place to vacation! Want to have a voice in how tourism impacts the quality of life in Surfside? In just a few short years, the Town’s visitor numbers have grown exponentially. The Tourist Board is looking for creative, committed individuals to help lead the discussion in finding innovative ways to welcome tourists while ensuring that all initiatives have a clear benefit to residents and the community.

The Board manages one-third of the resort tax collection (4% accommodations tax and 2% food and beverage tax). This means you will have the power to direct those tourism dollars and chart the course of any promotional campaigns, marketing initiatives to help Surfside businesses, special events like Third Thursdays and First Fridays, holiday decorations, tourism social media accounts, and much more! Apply today and get involved.

### *Appointment & Qualifications:*

The Tourist Board must consist of five members. Each commissioner must appoint one board member. All appointed board members must be ratified by a vote of the Town Commission. Each of the five members must either work or reside in Surfside and at least three to five members must have experience in tourism or tourism related activities. One of the members must also have education and/or experience in sustainability and resiliency, including but not limited to, environmental sciences.



## PLANNING AND ZONING / DESIGN REVIEW BOARD



Planning and zoning plays a key role in the look and feel of Surfside’s streets, buildings, houses, and businesses. The Planning and Zoning Board advises the Town Commission on planning and zoning decisions, and conducts studies required under the Town Code and/ or requested by the Town Commission and Town Manager. The Board acts as the appeals board for any structure requesting a variance from FEMA requirements. For design review matters, the Planning and Zoning Board also completes a review of all structures and site plans to be constructed or renovated within the town limits.

### *Appointment & Qualifications:*

The Planning and Zoning Board must consist of five members and two alternate members. At least three of the members or alternates must be one of the following:

1. Florida-licensed general contractor or a construction management professional with at least three years of professional experience as a construction project manager, construction superintendent or construction estimator;
2. Florida licensed PE or a civil, mechanical, electrical, chemical or environmental engineer with a baccalaureate degree in engineering and three years of professional experience;
3. Certified planner (AICP) or a planning professional with a graduate degree in planning from a program accredited by the Planning Accreditation Board with at least three years of professional planning experience or a bachelor’s degree in planning from a program, accredited by the Planning Accreditation Board (PAB) with at least three years of professional planning experience;
4. Florida-licensed landscape architect with at least three years of professional experience;
5. Registered interior designer with at least three years of professional experience;
6. Florida-licensed attorney with at least three years of professional experience;
7. Florida-licensed architect; or
8. Real estate developer with three years of professional experience, either as the principal or executive.

\*Alternates must be subject to the same attendance and participation requirements as members.

\*All board members must meet minimum qualifications and be a Town resident for a minimum period of one year, except for the licensed architects, including the Florida-licensed landscape architect, if applicable, who must have been a Town resident for a minimum period of six months.

\*One of the members must also have education and/or experience in sustainability and resiliency, including but not limited to, environmental sciences.

\*Each commissioner must be responsible for one board member appointment. The first and second alternates must be appointed at-large by the majority vote of the Commission present at the meeting.



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## PENSION BOARD



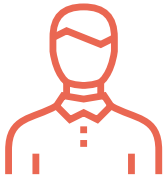
Members of the Pension Board become trustees of the retirement plan for employees of the Town of Surfside. As a trustee, you will help oversee the overall performance and management of the Town's already established employee retirement plan. The Pension Board meets quarterly, typically at 2 p.m.

### *Appointment & Qualifications:*

The Pension Board must be composed of five members: the Town Manager, an elected representative of the police department; an elected Town employee, and two permanent residents of Surfside to be appointed by the Town Commission to serve for a period of two years or until successors are appointed.

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## PERSONNEL APPEALS BOARD



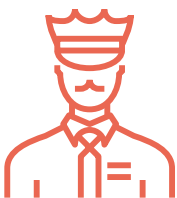
If a Town employee claims to have been wrongfully terminated or unfairly had a reduction in their pay or title, the employee can appeal to the Personnel Appeals Board and request a hearing. (This right only applies to employees who have worked for the Town for two years or longer, and excludes the Town Manager, Clerk, and Attorney.) The board has the right to administer oaths, call or subpoena any person or records for the purpose of ascertaining the facts. The decision of the board must be binding upon the Town and the employee, and must be recorded by resolution.

### *Appointment & Qualifications:*

The Personnel Appeals Board must consist of five qualified registered voters of Miami-Dade County whose legal residence is in the Town of Surfside.

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## POLICE TRUST FUND



When you pay your property and casualty insurance premiums, you are also contributing to a special fund ([State of Florida Chapter 185](#)). This special fund provides enhanced pension benefits for police officers and firefighters. Each municipality creates a board of trustees, which is solely responsible for overseeing the trust fund. The Police Trust Fund typically meets quarterly at 7 a.m.

### *Appointment & Qualifications:*

The Police Trust Fund consists of five members, two of whom, unless prohibited by law, must be legal residents of Surfside and must be appointed by the legislative body of the municipality, and two of whom must be police officers who are elected by a majority of the active police officers who are members of such plan. The fifth member must be chosen by a majority of the other four members. Each resident member must serve as a trustee for a period of two years, and may succeed him/herself in office. Each police officer member must serve as trustee for a period of two years, and each police officer may succeed him/herself in office. A completion of a Financial Disclosure Form is required by all members following appointment and is an annual requirement by all members of the fund.