

**APPLICATION/AFFIDAVIT INSTRUCTIONS FOR
WISCONSIN TECHNICAL COLLEGE SYSTEM (WTCS)
DISTRICT BOARD MEMBERSHIP**

Wisconsin Statutes establish a series of specific requirements relating to district board appointments. These instructions are intended to help you understand those requirements, as they affect your application for membership on a district board.

Please review these instructions prior to completing the Application/Affidavit. The numbered sections in the Application/Affidavit correspond to the numbered sections in the instructions.

When submitting your name for candidacy, it is necessary to return only your completed Application/Affidavit to the district board appointment committee. You may retain the information packet.

There are four (4) important requirements all candidates must meet in order to be eligible for WTCS district board membership. Candidates must:

1. be residents of the WTCS district in which they are applying for board membership;
2. submit a properly completed application/affidavit that is received by the district board appointment committee within 14 days of the published announcement requesting applications;
3. attend a district board appointment committee public hearing in person and be interviewed; and
4. submit at least two (2) letters of reference with the application/affidavit supporting their candidacy.

Fifteen of Wisconsin's sixteen district boards have nine (9) members who must, by Wisconsin statute, include:

- 3 additional members
- 2 employers
- 2 employees
- 1 school district administrator
- 1 elected official

Each year three (3) members are appointed to serve 3-year terms beginning July 1.

Special requirements for appointment to a technical college district board:

All candidates must provide at least two letters of recommendation. You may attach the letters to this affidavit or bring them to the appointment committee hearing.

All candidates must attend the public hearing at which their appointment is discussed and must be interviewed.

Board Member Category:

You may qualify for membership in several board member categories. For instance, everyone automatically qualifies as an Additional Member. Further, you may have more than one job; one which qualifies you as an Employer and one which qualifies you as an Employee. Finally, you also may be an Elected Official. While few people will qualify in all board membership categories, most will qualify for two or three categories.

Each applicant must check ALL of the categories for which he/she is qualified.

_____ 1. Additional Member

All district residents are eligible to serve as an Additional Member.

_____ 2. Employer

Your responsibility for exercising independent judgment in determining or effectively recommending any of the below actions for the business employees and receipt of earnings as payment for personal services will identify you as an eligible candidate for the Employer category. Representatives of labor organizations (officers or agents) are considered employees regardless of their responsibilities. Generally, public employees at or above the division administrator level are considered employers. (Check all those that apply to your regular job responsibilities)

_____ Hire	_____ Discharge
_____ Transfer	_____ Assign
_____ Suspend	_____ Reward
_____ Lay off	_____ Discipline
_____ Recall	_____ Promote
_____ Adjust grievance	

The form of the business organization that employs people; e.g., sole proprietorship, limited liability corporation, partnership, etc., is not conclusive in determining the status as an employer. Being actively engaged in business with a business license, state tax identification number, business listing in the phone directory, business cards, and current employees are all supportive of determining the status of employer.

_____ 3. Employee

Persons who are employed, but who do not meet the definition of Employer, or who are an officer or agent of a labor organization. An employee is one who receives earnings as payment for personal services and is employed in the district.

Additional consideration in determining whether you qualify in the employer or employee categories:

Location of Business: Employer and employee candidates must reasonably represent the businesses and industries in the district by being:

- employed at a location within the boundaries of the district; or
- employed at a location outside the boundaries of the district by a corporation, partnership, sole proprietorship, labor organization, or association whether or not operated for profit, that maintains an office, factory, warehouse, or other business facility within the boundaries of the district where other employers or employees of that organization are regularly employed.

_____ 4. School District Administrator

You are considered an applicant in the School District Administrator category if you are a school district superintendent, supervising principal, or other person who acts as the administrative head of a school district and who holds an administrator's license.

You must be employed by a school board or a school district located within the technical college district as defined by s. 115.01(3), Wis. Stats.

_____ 5. Elected Official

You are considered an applicant in the Elected Official category if you hold a non-partisan elected public office other than party committee chair (check those that apply).

- | | |
|--------------------|----------------------------|
| _____ School Board | _____ Common Council |
| _____ County Board | _____ Village Board |
| _____ Town Board | _____ Town Clerk |
| _____ Sheriff | _____ State Legislator |
| _____ City Council | _____ Other Specify: _____ |

Biographic Resume

This form provides additional information for consideration by the Board Appointment Committee. Your biographic resume is an integral part of your Affidavit.

Job Description: Please describe the duties and responsibilities of your current position (attach additional information as needed.) Please be consistent with the board member category criteria identified previously.

Date appointed to present position: _____

Current Employment:

(Company/Organization Name)

(Title)

(Street)

(City, State, Zip Code)

(Business Phone Number)

If your job is located outside the geographic boundaries of the district, indicate how your company serves the population of the technical college district (attach additional pages as necessary).

Previous Occupational Experience: Attach resume(s) as necessary

Membership and Positions in Business or Professional Groups, Labor Organizations:

Membership and Positions in Civic Groups:

Honors, Awards, Citations:

Recognizing that an appointment to the Technical College District Board is a non-paid civic service, please provide a narrative about your reasons for seeking appointment to the Technical College District Board. Limit your narrative to 5 single-spaced pages.

Other information that you feel would be valuable to the appointment committee (attach additional pages as necessary):

I declare the information I have submitted to be accurate to the best of my knowledge and is submitted pursuant to Chapter TCS 2, Wisconsin Administrative Code.

(Signature of Candidate)

Subscribed and sworn to before me this

_____ day of _____, 20____,

Notary Public, _____ County, Wisconsin

- My commission expires _____.
- My commission is permanent.