



It is our policy to provide individuals with disabilities an equal opportunity to participate in and enjoy the benefits of our services, programs, and activities. In order for us to provide a suitable accommodation, we ask that you request what assistance is desired by contacting the Manhattan Housing Authority, 300 North 5<sup>th</sup> Street (P.O. Box 1024), Manhattan, Kansas, 66505-1024, at (785) 776-8588 or (587-2448) TDD Kansas Relay Center. We are here to assist you in the application process as well.

## **Interest Form for Serving on the Housing Authority Board of Commissioners**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ (Home) \_\_\_\_\_ (Work)      Occupation \_\_\_\_\_

*The Manhattan Housing Authority Board of Commissioner governs all business of the Manhattan Housing Authority.*

**Following is a list of questions, which will allow the Mayor and City Commission to appoint the most qualified citizens to this Board. You are encouraged to attach to this Interest Form another sheet to respond to the questions below, if needed, and your resume.**

Please state why you are interested in serving on this Board.

Please specify what expertise, experience, and/or capabilities you would bring to this Board?

How much time are you willing to invest to this Board?

What would you like to accomplish while serving on this Board?

How will you accomplish this?

What other boards (city, county, school, hospital, etc.) are you currently serving on?

What other boards (city, county, school, hospital, etc.) have you served on in the past?

**(Over)**

Please return this application to: City Clerks Office, City Hall, 1101 Poyntz Avenue, Manhattan, Kansas 66502.

When a vacancy on the Manhattan Housing Authority Board of Commissioner occurs, the Mayor will review the Interest Forms on file. If your form is selected, you will be contacted to confirm current interest in serving on this Board before an appointment is made. If you wish additional information, please contact the City Clerk's Office at 587-2404 or the Manhattan Housing Authority Administrative Office at 776-8588.

**THANK YOU FOR YOUR INTERST IN SERVING THE CITY OF MANHATTAN!**

Below is a description of the role of a Housing Commissioner:

- Maintain regular attendance at Board meetings and functions.
- Set policies that govern the operations and chart the direction of current and future programs.
- Provide leadership and advocate for public housing programs.
- Ensure proper reviews and audits are completed within HUD's regulations.
- Hire a qualified Executive Director to manage day to day operations.
- Ensure financial solvency through the Operating Budget and the establishment of policies to prevent fraud, abuse, mismanagement, and discrimination.
- Work with staff, residents, news media, federal, state, and local government officials, and the community.
- Maintain the highest standards regarding conflicts of interests, confidentiality, and ethics.