

# The Town of Collbran is now accepting applications to fill a vacant Board of Trustees seat.

Interested parties should submit their application including a resume and cover letter explaining their interest in the position to Town Hall at [TownManager@TownOfCollbran.us](mailto:TownManager@TownOfCollbran.us) or stop by Town Hall during business hours Tuesday through Friday 9:00 AM to 5:00 PM. **Applications must be received no later than Wednesday, April 02, 2025 at 5:00 PM.**

## Qualifications for Municipal Office

### *Are you eligible?*

To run for office and/or hold a seat on the Town Board of Trustees, you must:

- be a citizen of the United States;
- be registered to vote;
- be at least 18 years old on the date of election or appointment; and
- have resided in your city or town for at least 12 consecutive months prior to the election or appointment.

### *Successful Municipal Elected/Appointed Officials*

At a minimum, successful elected officials must devote a significant amount of time and energy to fulfill a position that answers directly to citizens. Some desirable leadership attributes include:

- a general understanding of municipal government;
- willingness to learn about a wide range of topics;
- integrity;
- consistency;
- confidence;
- dedication to the interests of citizens and the community as a whole;
- strong communication and team building skills, including being a good listener;
- openness to the thoughts and ideas of others;
- being approachable and accessible; and
- a willingness to work cooperatively with others.

### *Mayors, Councils, Boards of Trustees, and Presiding Officers*

The mayor and city council or town board of trustees collectively serve as the governing body for a municipality and possess legislative powers granted by state law. The positions of both councilmember and trustee have been compared to those of the members of state legislatures and U.S. Congress. All of these positions require elected officials to represent their constituents, make policy decisions, budget for the execution of policies, and ensure that their policies are carried out. Unlike their counterparts in state and federal offices, municipal officials are in direct contact with the people they serve on an ongoing basis.

### *An Elected Official Wears Many Hats.*

To meet the responsibilities of being a municipal elected official, candidates should consider the number of disciplines involved in becoming an effective mayor, councilmember or trustee.

Municipal elected officials share the following job titles as part of their responsibilities:

- legislator
- decision-maker
- financier
- employer of municipal staff
- constructive critic
- intergovernmental participant
- public relations representative, and
- facilitator.

