

How to become a Board or Commission Member:

Volunteer positions may be appointed by the First Selectman or by the Board of Selectmen.

Terms vary from one (1) year terms up to six (6) year terms. Please see [Town of Essex Board and Commissions](#) listing. Some positions require a Town Meeting for approval by the Legislative Body.

1. The fillable application can be found on the Town Web Site at www.essexct.gov/volunteering or at the First Selectman's office.
2. Complete and submit a Volunteer Application to the First Selectman, 29 West Avenue, Essex, CT 06426 or email the application to afinnegan@essexct.gov
3. The application is then presented to the appropriate Town Committee. (RTC or DTC) for their review.
4. The Town Committee may select to have a meeting / interview with the applicant.
5. The Town Committee then makes the formal recommendation to the First Selectman or Board of Selectmen.
6. The recommendation is placed on the next Board of Selectmen Meeting Agenda for discussion.
7. If it is a First Selectman or Board of Selectman appointment, the formal appointment is made at the Board of Selectmen meeting.
8. If the appointment requires a Town Meeting, the Board of Selectmen will set up a Special Town Meeting.
9. If the appointment does not require a Town Meeting, the First Selectman or the Board of Selectmen will approve the appointment.
10. Once the appointment is approved, the applicant must be sworn in at the Town Clerk's office prior to attending a meeting.