

INSTRUCTIONS to apply for a seat on a Board, Committee, or Commission

4/29/2022

If you have questions about your application or the appointment process, or about Boards, Committees, and Commissions, please contact Beth Gochrach, at beth.gochrach@montgomerycountymd.gov.

Once the list of boards is displayed:

- Click on “View and Apply for Vacancy Notices”.
- Click on the Board Name you wish to apply for.
- Review the vacancy notice.
- At the bottom of the page click on “Apply”.
- Complete the application form. Fields with an asterisk (*) are required.
- Under “Additional Information” you will be prompted to submit a cover letter and resume. The resume should be no more than four pages.

Please include a brief cover letter stating why you are applying to this particular board.

The letter should be addressed to: The Honorable Marc Elrich, 101 Monroe Street, Rockville, MD 20850. The documents should be in **PDF or Word (.docx) format**.

- After you complete the application form click on “Continue”.
- You will have a chance to view your application before submitting it. Unfortunately, the application is not editable at this point. (This issue will be fixed in the future.) If you want to change anything, you’ll have to click on the back arrow and fill out a new application form.
- Please note, once you click on “Submit”, you will not be able to access the submitted application again. You may send an email to Beth Gochrach, at beth.gochrach@montgomerycountymd.gov if you need to make any changes.
- After you have submitted the application, an email acknowledging your application will be automatically sent to you.

AFTER COMPLETING THE APPLICATION PROCESS

- For most vacancies, interviews are conducted by a nominating committee of the BCC and its staff liaison.
- The nominating committee makes recommendations for appointment to the County Executive.
- The County Executive makes final decisions regarding all appointments.
- Once appointments are made, applicants are notified of the County Executive's decision. is process usually takes three to four months to complete.