

TOWN OF WENHAM

APPOINTMENT PROCESS

Boards and Commissions

DIRECT APPLICATION:

Any prospective candidate for appointment, whether responding to a published notice of vacancy or responding to a personal appeal, should provide a “letter of interest” in one of the following ways:

1. fill in the Board or Committee Appointment Request Form on the Town website at wenhamma.gov
2. e-mail it to nroebeck@wenhamma.gov in the Town Administrator's Office.
3. mail it to the Board of Selectmen, care of the Town Administrator at 138 Main Street, Wenham, MA 01984

The letter of interest should include a resume and/or background documentation illustrating the experience of the candidate and a brief explanation of the basis for their interest in the open position.

Applications will be received and forwarded to the Board of Selectmen by the Town Administration.

Appointments are made at the sole discretion of the Board of Selectmen, who may request input from other boards or commissions.

The candidates may be asked for an interview by one or more members of the Board of Selectmen before the full Board of Selectmen takes action to appoint.

Notification of appointment will be made in writing to the successful candidate and the Chair for the appropriate Board by the Town Clerk.

OPEN POSITIONS:

All open positions of Boards, Committees and/or Commissions will be promptly posted on the Town’s website and announced at one or more Selectmen’s meetings.