

DIVERSITY AND EQUITY COMMITTEE APPLICATION INSTRUCTIONS

Attached is an application for appointment to the City of Ukiah Diversity and Equity Committee. Please review the application questions carefully, use one or more separate sheets of paper to answer the questions in Section B. Applications submitted after the submittal deadline will not be accepted. Please check with the Management Analyst to the City Manager's Office at 707-467.5720. If you have questions about the membership requirements for the vacant position(s).

The Diversity and Equity Committee aims to be diverse and to represent the community it serves. Specifically, membership will aim to represent: (1) Persons with lived experience of poverty (currently or formerly living at or below the poverty level); (2) Persons with physical or mental disabilities; (3) Persons from the LGBTQ+ community; (4) the Native American tribes and communities in Mendocino County; (5) Persons from the Hispanic/Latino community; (6) Persons of color; (7) People whose primary language is not English; (8) Youth 21 years and younger; (9) Seniors 65 years or older.

A person is qualified to serve on the Committee if he or she satisfies the following qualifications: 1) member of an organization representing or self-identifies with any of the demographic groups identified above; and 2) must either reside or work in the City of Ukiah.

The City of Ukiah Diversity and Equity Committee consists of eleven members who are appointed by the Ukiah City Council to serve two-year teams. Two (2) members will represent the Ukiah City Council.

The Committee acts in an advisory capacity to the City Council, the City Manager, and City Department Heads.

The City of Ukiah Diversity and Equity Committee membership has the following responsibilities: 1. To continually assess the impact of the City's DEI efforts within the community and make recommendations regarding City programs, policies, and services as necessary; 2. To serve as ambassadors promoting diversity, equity, and inclusion within the community and representing the City's commitment to these values; 3. To raise public awareness about the City's commitment to DEI initiatives and values by sharing information about City programs, policies, employment opportunities, and services through social media channels, email, and word of mouth.

The Committee shall comply with the Brown Act and regularly attend the Diversity and Equity Committee bi-monthly meetings.

Continually working to promote diversity, equity, transparency, and justice through the adoption and implementation of City practices, policies, and procedures.

**CITY OF UKIAH
DIVERSITY AND EQUITY APPLICATION FOR APPOINTMENT**

A. General Information

Full Name		Date	
Residence Address (Physical Address, not PO)			
Mailing Address (if different from above)			
Home Phone	()	Work Phone	()
Email	@	Cell Phone	()
Employer			
Business Address			
Job Title/Position		Employed Since	
How long have you resided in:	Ukiah?	Mendocino County?	California?
Please list the organization(s) you are with a member of and clearly identify the demographic group you wish to represent.			

Languages spoken other than English:

B. Please answer the following questions on a separate sheet of paper.

1. What is your understanding of the purpose, role, and responsibility of the Diversity and Equity Committee?
2. What is your understanding of/and ability to meet the responsibilities of committee members in regards to meeting attendance? (Can you attend regular committee meetings? Do you have any scheduling conflicts or are there any other circumstances that would prevent you from regular attendance?)
3. How do you believe your own skills, experience, expertise, and perspectives will be beneficial to the work of the Diversity and Equity Committee?
4. Diversity, Equity, and Inclusion are priorities for the City of Ukiah. Tell us about your experience working with diverse groups and how you would work to create an environment that is welcoming, inclusive, and increasingly diverse?
5. Are there any other City of Ukiah Committees/Commissions in which you are interested and on which you would be willing to serve?

Signature of Applicant

Date

Thank you for your interest in serving your community and the City of Ukiah.

Please return this application and attachments to the City Clerk's office at 300 Seminary Avenue, Ukiah, CA 95482. If you have any questions, please contact the City Clerk's office at (707) 463-6217.

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