

**WILL COUNTY HERITAGE ALLIANCE  
COUNCIL COORDINATOR APPLICATION FORM 2008-09**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone No. (day): \_\_\_\_\_ (evening): \_\_\_\_\_

1. Aside from the Will County Heritage Alliance, are you currently involved in a Will County heritage organization? \_\_\_\_ Yes \_\_\_\_ No

If yes, please list the organizations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How many years have you been involved with the organization(s)? \_\_\_\_\_

Is your involvement as: \_\_\_\_ Staff \_\_\_\_ Volunteer \_\_\_\_ Board Member

2. Below are the Coordinating Council positions together with their respective descriptions. Please indicate your position of interest. If you are interested in more than one, please rank the positions.

\_\_\_\_\_ ***Council Chair***

The Chair of the Council shall facilitate the activities of the Alliance. He/She shall be responsible for running the meetings, ensuring that all other Council members are fulfilling their roles, and overseeing all projects undertaken by the Alliance.

\_\_\_\_\_ ***Meeting Coordinator***

The Meeting Coordinator shall be responsible for booking the host sites for the quarterly meetings, coordinating with the host on the morning refreshments, lunch arrangements, and facility tours. He/she shall also be responsible for taking minutes of quarterly meetings and keeping a record of Alliance activities.

\_\_\_\_\_ ***Program Coordinator***

The Program Coordinator shall be responsible for scheduling and coordinating all programs and/or presentations at the quarterly meetings. He/she should work with the Meeting Coordinator on ensuring that space and equipment (audio-visual, etc.) will be adequate for the scheduled program or presentation.

\_\_\_\_\_ ***Publicity Coordinator***

The Publicity Coordinator shall be responsible for notifying the members, as well as the media, of any and all meetings of the Alliance, and shall maintain a list of all current and potential members for this purpose. He/she shall also be responsible for ensuring that the website is updated and maintained on a regular basis.

\_\_\_\_\_ ***Education Coordinator***

The Education Coordinator shall be responsible for coordinating an annual workshop for the Alliance members and other interested people, held separately from one of the regular quarterly meetings. He/she shall develop the workshop programming based upon the identified topics and issues of the Alliance membership.

3. What is your vision for Will County's heritage preservation efforts over the next 3-5 years.

4. Please specify your knowledge, expertise and/or interest in heritage organizations (e.g. member of a heritage organization, hands-on experience, training, etc.). What specific skills do you possess that you believe would enhance the Heritage Alliance Council Coordinator position?

5. How much time per month do you believe you can commit to the Heritage Alliance?  
(Please note that the hours listed below are not the requisite amount.)

\_\_\_\_\_ Less than 1 hour    \_\_\_\_\_ 2-3 Hours    \_\_\_\_\_ 3- 4 Hours    \_\_\_\_\_ More than 4 Hours

Please return this form to Amy Munro at:

[amunro@willcountylanduse.com](mailto:amunro@willcountylanduse.com)

Fax: 815-774-3386

or

Amy Munro, Historic Preservation Manager, Will County Land Use Department, Planning & Zoning Division  
58 E. Clinton St., Ste. 500, Joliet, IL 60432

If you are interested in providing any additional information (i.e. resume, letter of interest), please attach it to this document. Questions? Please call Amy at 815.774.3364.

*Over*