



BOARDS AND COMMISSIONS GUIDE

BEXAR COUNTY

City of Alamo • City of Balcones Heights • City of Castle Hills • City of Cibolo • City of Elmendorf
City of Fair Oaks Ranch • City of Grey Forrest • City of Helotes • City of Hill Country Village
City of Kirby • City of Leon Valley • City of Live Oak • City of Lytle • City of Olmos Park • City of
San Antonio • City of Schertz • City of Selma • City of Shavano Park • City of Somerset • City of
Terrell Hills • City of Universal City • City of Von Ormy • City of Windcrest

ABOUT REFLECTUS

Mission Statement

ReflectUS is a nonprofit, nonpartisan coalition of the nine leading women's representation organizations working to increase the number of women in office and achieve equal representation across the racial, ideological, ethnic, and geographic spectrum.

Organizational History

ReflectUS was formed in 2018 as a national, nonpartisan coalition of the nine leading women's representation organizations across the country to accelerate gender representation in political leadership. The organizations are: Asian Pacific American Institute for Congressional Studies (APAICS), Empowered Women, Higher Heights Leadership Fund, IGNITE National, LatinasRepresent, RepresentWomen, She Should Run, Vote Run Lead, and Women's Public Leadership Network (WPLN).

ReflectUS is the only Coalition bringing together women from across the political aisle into one network. Each Coalition member brings a unique set of expertise and experience to provide a holistic, broad-based approach to achieving greater gender representation in political leadership. With combined expertise, ReflectUS aims to have a government that reflects all of its people. The Coalition has already served over 150,000 women across the country and party lines, and is poised to serve so many more.

As a coalition, ReflectUS serves a diversity of races, socioeconomic backgrounds, political parties, and experiences. The ReflectUS Coalition alters the electoral and political landscape by training women on the frontline and advocating for institutional change. ReflectUS coordinates action across the nine organizations, ensuring effective collaboration and communication, tracks and measures the impact of collective initiatives, and secures funding to ensure that each organization and the Coalition as a whole have a stronger footing to meet its goals.

Coalition Members



REFLECTUS TEXAS

About

ReflectUS Texas is working with Dallas Kids First, [Jolt Initiative](#), Lone Star Parity, Mu Delta Alpha, and many more organizations to increase the number of women running for, getting elected, and being appointed to political office across the state. ReflectUS is eager to be working in Texas to help empower women in pursuit of political leadership roles. If you're interested in speaking with the Texas Program Manager about your experience as a candidate or any obstacles that might currently be preventing you from running please schedule time to speak with her here. If you'd like for ReflectUS to present to your organization about civic leadership, please contact Cecilia Silva, Texas Program Manager at cecilia@reflect.us.

Do you need help navigating the appointment process, filling out your application, or preparing for your interview? [Set up a time to meet with our team!](#) We'd love to help you as you navigate this new opportunity to serve your community.

Can't find a Guide for your County or City? Send us an email and let us know at info@reflect.us.



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Physical & Mailing Address

6116 Broadway
San Antonio, TX 78209

Ph: (210) 822-3331
M-F, 8am-5pm

Boards & Commissions Available to Serve On:

- > Planning and Zoning Commission
- > Board of Adjustment
- > Architectural Review Board

Appointment Eligibility

- > Resident of Alamo Heights
- > Qualified to vote in city of Alamo Heights election



Point of Contact

Community Development Services
Director Nina Shealey,
nshealey@alamoheightstx.gov
(210) 832-2250



Appointment Timeline

Applications Accepted Year-Round,
appointments are made when
there are vacancies.





Physical Address

3300 Hillcrest Dr
Balcones Heights, Texas 78201
Ph: (210) 957-3000

M–Th, 7:30am – 5:30pm
Fri, 7:30am–11:30am

Boards & Commissions Available to Serve On:

- › Planning & Zoning Commission
- › Board of Adjustment
- › Crime Control District
- › Housing Finance Corporation

Appointment Eligibility

- › Be a resident of Balcones Heights



Point of Contact

City Secretary Delia Sanchez
dsanchez@bhtx.gov



Appointment Timeline

Applications are open all year round
when vacancies are open.



CITY OF CASTLE HILLS



Physical & Mailing Address

209 Lemonwood Drive
Castle Hills, TX 78213

Ph: (210)293-9673
M-F, 8am-5pm

Boards & Commissions Available to Serve On

- › Architectural Review Committee
- › Board of Adjustment
- › Zoning Commission
- › Crime Control and Prevention District (CCPD)



Point of Contact

City Manager Ryan Rapelye
rrapelye@castlehills-tx.gov
(210) 342-2341

Or

City Secretary's office
(210) 293-9681





Physical & Mailing Address

City Hall
200 S Main
Cibolo, TX 78108

Ph: (210) 658-9900
M-F, 8am-5pm



Point of Contact

City Secretary Peggy Cimics
pcimics@cibolotx.gov
210-566-6111



Appointment Timeline

Applications open all year long
Applications looked at and taken into consideration at the first meeting of every even month of the year.

Boards & Commissions Available to Serve On:

- > Animal Shelter Advisory Committee
- > Board of Adjustment
- > Capital Improvements Advisory Committee
- > Charter Review Commission
- > Economic Development Corporation
- > Master Plan Committee
- > Parks and Recreation Committee
- > Planning and Zoning Commission
- > UDC Committee

Appointment Eligibility

- > Have to live in the city of Cibolo
- > Require some expertise on certain committees





Physical Address

8304 FM 327
Elmendorf, Texas 78112

Ph: (210) 635-8210
M-F, 8am-4:30pm

Mailing Address

P.O. Box 247
Elmendorf, TX 78112



Point of Contact

City Hall
(210) 635-8210



Appointment Timeline

Applications Open up in January

Boards & Commissions Available to Serve On:

- › Planning and Zoning Committee (P&Z)
- › Citizen Complaint Review Board (CCRB)
- › Elmendorf Economic Development Corporation (EEDC)
- › Tax Increment Reinvestment Zone (TIRZ) Board

Appointment Eligibility

- › All members must be residents of the City of Elmendorf and citizens may only serve on one board or commission at one time
- › The EEDC and TIRZ boards are the only ones where you may participate without being a citizen.



CITY OF FAIR OAKS RANCH



Physical & Mailing Address

7286 Dietz Elkhorn
Fair Oaks Ranch, TX 78015

Ph: (210) 698-0900
M-F, 8 am-5 pm



Point of Contact

City Secretary Christina Picioccio,
christinap@fairoaksranctx.org
(210) 698-0900

Boards & Commissions Available to Serve On





Physical Address

18502 Scenic Loop Rd
Helotes, TX 78023

Ph: (210) 695-3261

Boards & Commissions Available to Serve On:

- › Boards of Adjustment



Point of Contact

Point of Contact:
City Hall (210) 695-3261
slkinsley@greyforest-tx.gov





Physical Address:

12951 Bandera Rd
Helotes, TX 78023

Ph: (210) 695-8877
M-F, 8am-5pm

Mailing Address:

P.O. Box 507
12951 Bandera Road
Helotes, Texas 78023

Boards & Commissions Available to Serve On:

- > Economic Development Corp. Board of Directors
- > Planning and Zoning Commission
- > Board of Adjustment

Appointment Eligibility

- > You must reside within the corporate city limits of Helotes



Point of Contact

City Secretary Celina Perez
citysec@helotes-tx.gov
(210) 695-5911



Appointment Timeline

Applications Accepted Year-Round



CITY OF HILL COUNTRY VILLAGE



Physical & Mailing Address

116 Aspen Ln
San Antonio, TX 78232

Ph: (210) 494-3671
M-F, 8am-5pm



Point of Contact

City Hall
(210) 494-3671



Appointment Timeline

Accepted when there are vacancies

Email fmorales@hillcountryvillagetx.org or call (210) 494-3671 if you are interested in volunteering on a Board or Commission

Boards & Commissions Available to Serve On:

- > Board of Adjustment
- > Business District Construction Review Board
- > Economic Development Corporation
- > Zoning Commission

Appointment Eligibility

- > Must be a resident of Hill Country Village



Physical & Mailing Address

112 Bauman St #1
San Antonio, TX 78219

Ph: (210) 661-3198
M-F, 8am-5pm



Point of Contact

City Secretary Patty Cox
pcox@cityofkirby.org
(210) 661-3198



Appointment Timeline

Accepted all year long until positions
are filled

Boards and Commissions Available to Serve On:

- > Beautification & Recycle Committee
- > Building & Standards Commission
- > Planning & Zoning Commission

Appointment Eligibility

- > Each candidate for an appointment as a member of a Board or Commission shall be a registered voter of the City and reside within the corporate limits of the City.
- > In addition to any other qualifications prescribed by law, each member of a Board or Commission shall continue to meet the prior requirements while in office, and shall reside within the city while in office.





Physical & Mailing Address

6400 El Verde Road
Leon Valley, TX 78238

Ph: (210) 684-1391
M–Th, 7:30am – 6pm
Fri, 8am–5pm



Point of Contact

City Secretary
Saundra Passailaigue
s.pass@leonvalleytexas.gov
(210) 684-1391



Appointment Timeline

Applications Accepted Year-Round
The City Council shall appoint a Charter Review Committee in the second (2nd) year after the Charter is adopted and every fourth (4th) year thereafter.

Boards & Commissions Available to Serve On:

- › Bandera Road Site - Community Advisory Group
- › Board of Adjustment
- › Citizens Police Advisory Committee
- › Earthwise Living Committee
- › Economic and Community Development Advisory Committee
- › Hike & Bike Trail Advisory Committee
- › Leon Valley Pool Advisory Committee
- › Library Board of Trustees
- › Park Commission
- › Sign Code Update Advisory Committee
- › Tree Advisory Board
- › Zoning Commission
- › Charter Review Committee
- › Capital Facilities Oversight Committee

Appointment Eligibility

- › Library Board of trustees requires a background check
- › The Capital Facilities Oversight Committee
- › members may not have an active or pending contract with the City of Leon Valley.
- › The Capital Facilities Oversight Committee
- › may not include any employee or official of the City of Leon Valley, or any vendor or contractor of the City of Leon Valley. The Leon Valley Project Manager will be a non-voting participant of the Committee.





Physical Address

8001 Shin Oak Dr
Live Oak, TX 78233

Ph: (210) 653-9140
M- F, 9am - 5pm



Point of Contact

City Secretary Deborah L. Goza
dgoza@liveoaktx.net
(210) 653-9140 extension 2213



Appointment Timeline

Applications Accepted Year-Round

Boards & Commissions Available to Serve On:

- › Board of Adjustment
- › Planning & Zoning Commission
- › Ethics Review Board
- › Economic Development Corporation
- › Parks and Recreation Commission

Appointment Eligibility

- › Boards and Commissions are integral component of the governance of the City, and therefore require the service of interested individuals who have a passion for service. The City of Live Oak's Code of Ordinances establishes that persons who have resided in the City for at least twelve (12) months shall be considered for appointment to City boards and commissions unless otherwise provided in the Code.





Physical Address

City of Lytle
14916 Main Street
Lytle, TX 78052

Ph: (830) 709-3692
M-F, 8am-5pm

Mailing Address:

PO Box 743
Lytle, TX 78052

Boards & Commissions Available to Serve On:

- › Library Committee
- › Mobile Home Commission
- › Zoning Commission
- › Revitalization/Beautification Committee



Point of Contact

City Secretary Josie Campa,
josiemcampa@yahoo.com



Appointment Timeline

Applications Accepted Year-Round





Physical & Mailing Address

Olmos Park City Hall,
120 W. El Prado
San Antonio, Texas 78212

Ph: (210) 824-3281
M-F, 8:30am-5pm

Boards & Commissions Available to Serve On:

- > Board of Adjustment
- > Economic Development Corporation
- > Planning and Zoning Board

Appointment Eligibility

- > Must be a resident of Olmos Park



Point of Contact

City Secretary Kynndra Munoz
citysecretary@olmospark.org
(210) 824-3281 ext. 312



Appointment Timeline

Applications Accepted Year-Round





Physical Address

114 W. Commerce
San Antonio, TX 78205
Ph: (210) 207-7253
M–Th, 7:45am – 4:30pm

Mailing Address:

Office of the City Clerk
P.O. Box 839966
San Antonio, TX 78283-3966



Point of Contact

City Clerk,
oocc@sanantonio.gov



Appointment Timeline

Applications can be submitted at any time for any board even if the seat is currently occupied and the term of office has not expired. The link to view each city board with vacancies and board members with terms that have expired is <https://webapp9.sanantonio.gov/BoardCommApplication/vacancies>.

Boards & Commissions Available to Serve On:

- › Affirmative Action Advisory Committee
- › Airport Advisory Commission
- › Alamo Citizen Advisory Committee
- › Animal Care Services Advisory Board
- › Bexar Appraisal District
- › Bexar Metro 911
- › Brooks Development Authority
- › Building Standards Board
- › Building Related and Fire Code Appeals and Advisory Board
- › Capital Improvements Advisory Committee
- › Charter Review Commission
- › Citizen Advisory Action Board
- › City Bond Oversight Commission
- › City Commission on Veterans Affairs
- › City of San Antonio Higher Education Student Advisory Board
- › City/County Joint Commission on Eldery Affairs
- › Climate ready - Climate Equality Advisory Committee
- › Climate Ready - Technical and Community Advisory Committee
- › Community Action Advisory Board
- › Conservation Advisory Board
- › CPS Energy Board
- › Disability Access Advisory Committee
- › Employee Management Committee
- › Ethics Review Board
- › Fire and Police Pension Fund
- › Fire and Police Pre-Funded Health Care Trust Fund
- › Fire Fighters and Police Officers Civil Service Commission
- › Goal Setting Committees
- › Head Start Policy Council
- › HemisFair Park Area Redevelopment Corporation
- › Historic and Design Review Commission
- › Linear Creekway Parks Advisory Board
- › Mayor's Commission on the Status of Women
- › Municipal Civil Service Commission
- › Municipal Golf Association - SA (MGA-SA)
- › Neighborhood Improvements Advisory Committee
- › Office of Urban Redevelopment - OUR-SA and SAAH
- › Parks and Recreation Board
- › Planning Commission
- › Port Authority of San Antonio
- › Ready to Work
- › RiverWalk Capital Improvements Advisory Board
- › SA Energy Acquisition Public Facilities Corporation
- › SA2020 Commission on Education
- › SA2020 Commission on Strengthening Family Well-being
- › San Antonio Arts Commission
- › San Antonio Bike Share Board of Directors



Boards & Commissions Available to Serve On (cont)

- › San Antonio Dr. Martin Luther King, Jr. Commission
- › San Antonio Early Childhood Education Municipal Development Corporation
- › San Antonio Economic Development Corporation
- › San Antonio Housing Authority
- › San Antonio Housing Commission
- › San Antonio Housing Finance Corporation
- › San Antonio Housing Trust
- › San Antonio Public Library Board of Trustees
- › San Antonio Water System Board of Trustees (SAWS)
- › San Antonio Youth Commission
- › SBEDA Committee (formerly Small Business Advocacy Committee)
- › Small Business Advisory Commission
- › Southern Edwards Plateau Habitat Conservation Plan Coordinating Committee
- › Tax Increment Reinvestment Zone No. 06 - Mission Del Lago
- › Tax Increment Reinvestment Zone No. 09 - Houston Street
- › Tax Increment Reinvestment Zone No. 10 - Stablewood Farms
- › Tax Increment Reinvestment Zone No. 11 - Inner City
- › Tax Increment Reinvestment Zone No. 12 - Plaza Fortuna
- › Tax Increment Reinvestment Zone No. 13 - Lackland Hills
- › Tax Increment Reinvestment Zone No. 15 - North East Crossing
- › Tax Increment Reinvestment Zone No. 16 - Brooks City Base
- › Tax Increment Reinvestment Zone No. 17 - Mission Creek
- › Tax Increment Reinvestment Zone No. 19 - Hallie Heights
- › Tax Increment Reinvestment Zone No. 21 - Heathers Cove
- › Tax Increment Reinvestment Zone No. 25 - Hunters Pond
- › Tax Increment Reinvestment Zone No. 28 - Verano
- › Tax Increment Reinvestment Zone No. 30 - Westside
- › Tax Increment Reinvestment Zone No. 31 - Midtown
- › Tax Increment Reinvestment Zone No. 32 - Mission Drive-in
- › Tax Increment Reinvestment Zone No. 33 - Northeast Corridor
- › Tax Increment Reinvestment Zone No. 34 - Hemisfair
- › Tax Increment Reinvestment Zone No. 35 - Tarasco Gardens
- › Tax Increment Reinvestment Zone No. 36 - Thea Meadows
- › Transportation Advisory Board
- › VIA Metropolitan Transit Authority
- › Watershed Improvement Advisory Committee
- › Westside Development Corporation
- › Zoning Board of Adjustment
- › Zoning Commission

Appointment Eligibility

- › The application does require applicants to provide residence information as well as other information such as voter registration status.





Physical & Mailing Address

City of Schertz
1400 Schertz Parkway
Schertz, TX 78154

M–F, 8am–5pm



Point of Contact

City Secretary Brenda Dennis
bdennis@schertz.com
(210) 619-1000



Appointment Timeline

Applications Accepted Year-Round
when vacant positions need to be
filled.

Boards & Commissions Available to Serve On:

- › Planning and Zoning
- › Board of Adjustment
- › Economic Development
- › Library Advisory Board
- › Transportation Safety Advisory Commission
- › Parks and Recreation Advisory Board
- › Historical Preservation Commission
- › Animal Services Advisory Committee
- › Building and Standards Commission

Appointment Eligibility

- › The City of Schertz City Code of Ordinances establishes that persons who have resided in the City for at least twelve (12) months shall be considered for appointment to City boards and commissions unless otherwise provided in the Code.





Physical Address

City of Selma, Texas
9375 Corporate Drive
Selma, Texas 78154

Ph: (210) 651-6661
M-F, 8am–5pm



Point of Contact

City Administrator
Secretary Johnny Casias
jcasias@ci.selma.tx.us
(210) 651-7858



Appointment Timeline

Applications are accepted when
there are vacancies.

**Application: Send a letter of interest and a brief resume to
City Secretary/Administrator**

Boards & Commissions Available to Serve On:

- › Historical & Parks Commission
- › Mayor & City Council
- › Municipal Development District
- › Planning & Zoning Commission
- › Reinvestment Zone #1 Board of Directors

Appointment Eligibility

- › All residents, or those who own property in Selma, are eligible to serve on the Planning & Zoning Commission. For all other boards or commissions, including City Council, the Tax Increment Reinvestment Zone Board of Directors, and the Historical & Parks Commission, you must be a resident of Selma.





Physical Address

900 Saddletree Court
Shavano Park, TX 78231

Ph: (210) 493-3478
M-F, 8am-4pm



Point of Contact

City Secretary Trish Nichols,
citysecretary@shavanopark.org
(210) 581-1116



Appointment Timeline

Applications Accepted Year-Round
City Council makes their annual
appointments at the end of
September for terms to begin Oct.
1st.

Boards & Commissions Available to Serve On:

- > Planning & Zoning Commission
- > Water Advisory Committee
- > Citizen's Tree Committee
- > Board of Adjustment
- > Investment Committee
- > Texas Higher Education Facilities Corporation
- > Crime Control and Prevention District

Appointment Eligibility

- > Must be a resident of Shavano Park
- > Any resident over the age of 18 that is a registered voter may be a member on these boards/commissions.





Physical Address

7360 E 6th St.
Somerset, TX 78069

Ph: (830) 701-4100
M-F, 8am-5pm

Mailing Address

PO Box 770,
Keller TX 76244



Point of Contact

City Office (830) 701-4100



Appointment Timeline

Open All Year Long

Application

Must go to city office to pick up application

Boards & Commissions Available to Serve On:

- > EDC, type A and type B
- > Planning and Zoning

Appointment Eligibility

- > Must be a resident of Somerset





Physical Address

5100 N New Braunfels Ave
San Antonio, Texas 78209

Ph: (210) 824-7401
M-F, 8am–5pm

Mailing Address

Mailing Application: ATTN: City
Secretary
405 Municipal Drive
Kennedale, TX 76060



Point of Contact

Please reach out to your local council representative if you have any further questions regarding the appointment process.



Appointment Timeline

Please reach out to your local council representative if you have any further questions regarding the appointment process.

Appointment Eligibility

- › Must be a resident of Terrell Hills





Physical Address

2150 Universal City Boulevard
Universal City, TX 78148

Ph: 210-659-0333
M-F, 9am-5pm



Point of Contact

City Hall (210) 659-0333
City Clerk Kristin Mueller
CityClerk@uctx.gov
(210) 619-0701



Appointment Timeline

Members are appointed in July of each year by the mayor, subject to confirmation by the majority of the city council.

Boards and Commissions Available to Serve On :

- > Board of Adjustment
- > Golf & Conference Center Committee
- > Library Advisory Commission
- > Parks & Recreation Commission
- > Planning & Zoning Commission

Appointment Eligibility

- > All board and commission members must be residents of Universal City and not serving on any other city board, unless authorized by its enabling ordinance.





Mailing Address

P.O. Box 10
Von Ormy, TX 78073

Boards & Commissions Available to Serve On:

After several attempts to collect this information, ReflectUS was not able to successfully gather this information from a representative of the City of Von Ormy.



Point of Contact

Please reach out to your local council representative if you have any further questions regarding the appointment process.



Appointment Timeline

Please reach out to your local council representative if you have any further questions regarding the appointment process.





Physical Address

8601 Midcrown
Windcrest, TX 78239

Ph: (210) 655-0022
M-F, 8am-5pm



Point of Contact

City Secretary Susana Marin
susana.marin@mansfieldtexas.gov
(817) 276-4203



Appointment Timeline

Accepted All Year Long, When Vacancies are Available (look on website, <https://www.windcrest-tx.gov/485/Board-Commission-OpeningsApplication>, for vacancies).

All applications may be submitted online, in person, or by mail to the Office of the City Secretary @ City Hall, City Administration Office located at 8601 Midcrown, Windcrest, Texas, 78239.

Boards & Commissions Available to Serve On:

- › Planning and Zoning
- › Board of Adjustment
- › Windcrest Economic Development
- › Parks & Recreation Commission
- › Ethics Commission

Appointment Eligibility

- › Live in corporate limits of the city of Windcrest

