



BOARDS AND COMMISSIONS GUIDE

TRAVIS COUNTY

City of Austin • City of Bee Cave • City of Elgin • City of Jonestown • City of Lago Vista
City of Lakeway • City of Manor • City of Pflugerville • City of Rollingwood • City of Round Rock
City of Sunset Valley • City of Volente • City of Webberville • City of West Lake

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 Address

301 W 2nd St #1120
Austin, TX 78701
Ph: (512) 974-2210
Mon-Fri, 8am- 5pm



Point of Contact

Boards/Commissions
Coordinator Stephanie Hall
Stephanie.Hall@austintexas.gov
(512) 974-2210



Appointment Timeline

Applications Accepted Year-Round,
Your application will be reviewed if
there is a vacancy on the board you
selected.

Boards & Commissions Available to Serve On:

- > African American Resource Advisory Commission
- > Airport Advisory Commission
- > Animal Advisory Commission
- > Arts Commission
- > Asian American QOL Advisory Commission
- > Austin Travis County EMS Advisory Board
- > Austin Travis County Sustainable Food Policy Board
- > Board of Adjustment
- > Bond Oversight Commission
- > Building & Fire Code Board of Appeals
- > Building & Standards Commission
- > College Student Commission
- > Commission for Women
- > Commission on Immigrant Affairs
- > Commission on Seniors
- > Commission on Veterans Affairs
- > Community Development Commission
- > Community Technology & Telecommunications Commission
- > Construction Advisory Committee
- > Design Commission
- > Downtown Austin Community Court Advisory Commission
- > Downtown Commission
- > Early Childhood Council
- > Economic Prosperity Commission
- > Electric Board
- > Electric Utility Commission
- > Environmental Commission
- > Ethics Review Commission
- > Hispanic/Latino QOL Advisory Commission
- > Historic Landmark Commission
- > Human Rights Commission
- > Library Commission
- > LGBTQ Quality of Life Advisory Commission
- > Mayor's Committee for People with Disabilities
- > Mechanical and Plumbing Board
- > Mexican American Cultural Center Advisory Board
- > MBE/WBE Enterprise & Small Business Enterprise Procurement Program Advisory Committee
- > Municipal Civil Service Commission
- > Music Commission
- > Parks & Recreation Board
- > Planning Commission
- > Public Safety Commission
- > Resource Management Commission
- > Robert Mueller Municipal Airport Plan Implementation Advisory Commission
- > South Central Waterfront Advisory Board
- > Tourism Commission
- > Urban Renewal Board
- > Urban Transportation Commission
- > Water & Wastewater Commission
- > Zero Waste Advisory Commission
- > Zoning & Platting Commission
- > Code and Ordinance Joint Committee
- > Comprehensive Plan Joint Committee
- > Joint Cultural Committee
- > Joint Inclusion Committee
- > Joint Sustainability Committee
- > Small Area Planning Joint Committee
- > Austin Area Comprehensive HIV Planning Council
- > Austin Travis County Integral Care Board of Trustees
- > Central Health Board of Managers
- > City of Austin Firefighters, Police Officers' and Emergency Medical Services Personnel Civil Service Commission
- > Housing Authority of the City of Austin
- > Impact Fee Advisory Committee
- > Independent Citizens Redistricting Commission
- > Sobriety Center Local Government Corporation
- > Travis Central Appraisal District Board of Managers

Appointment Eligibility

- > Must be resident of Austin





Physical & Mailing Address

4000 Galleria Parkway
Bee Cave, TX 78738

Ph: (512) 767-6600
M-F, 8am-5pm

Boards & Commissions Available to Serve On:

- › [Economic Development Board](#)
- › [Planning and Zoning Commission](#)
- › [Zoning Board of Adjustment](#)



Point of Contact

Planning and Zoning Commission
Secretary, Reggie Brooks
rbrooks@beecavetexas.gov

Chair, Steve Braasch
sbraasch@beecavetexas.gov



Appointment Timeline

Applications Accepted Year-Round





Physical & Mailing Address

The City of Elgin
310 N Main Street
P.O. Box 591
Elgin, TX 78621

Ph: (512) 281-5724
M-F, 8am-5pm

Boards & Commissions Available to Serve On:

- › Board of Adjustment
- › Building Standards Commission
- › Economic Development Corporation
- › Envision Elgin
- › Historic Review Board
- › Library Advisory Board
- › Main Street Board
- › Parks & Recreation Board
- › Planning & Zoning Commission
- › Public Safety Advisory Committee



Point of Contact

Amelia Sanchez City Secretary
asanchez@ci.elgin.tx.us
(512) 229-3222



Appointment Timeline

Applications Accepted Year-Round





Physical Address

18649 FM 1431, Ste 4A
Jonestown, Texas 78645

Ph: (512) 267-3243
M-F, 8am-5pm

Mailing Address

P.O. Box 5023
Jonestown, Texas 78645



Point of Contact

Administration/City Secretary
Rachel Austin
raustin@jonestown.org
Ph: (512) 267-3243

Contact City Hall at (512) 267-3243
for more information



Appointment Timeline

Applications Accepted Year-Round

Boards & Commissions Available to Serve On:

- > Planning and Zoning Commission
- > Board of Adjustment and Appeals
- > Parks and Recreation Board
- > Library Advisory Board

Appointment Eligibility

- > Planning and Zoning Commission - must be a registered voter of the City of Jonestown
- > Board of Adjustments and Appeals - nominated by aldermen and mayor
- > Parks and Recreation Board - must reside in the City
- > Library Advisory Board - must reside in the City





Physical Address

5803 Thunderbird Drive
Lago Vista, TX 78645

Ph: (512) 267-1155
M-Th, 7am-6pm



Point of Contact

City Secretary, Sandra Barton
(512)-267-1155



Appointment Timeline

Applications Accepted Year-Round
when Vacancies are open

Boards & Commissions Available to Serve On:

- › Airport Advisory Board
- › Board of Adjustment
- › Building and Standards Commission
- › Economic Development Committee
- › Golf Course Advisory Committee
- › Library Advisory Board
- › Parks and Recreation Advisory Commission
- › Panning and Zoning Commission
- › Veteran's Memorial Citizen's Advisory Committee

Appointment Eligibility

- › Meet all requirements for the position prescribed by state law;
- › Be a United States citizen;
- › Be at least 21 years of age by the date of the election;
- › Have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote;
- › Have not been finally convicted of a felony from which the person has not been pardoned or otherwise released from the resulting disabilities;
- › Be a registered voter residing in the City or annexed area for at least one (1) year prior to the date of the election;
- › Hold no other elected public office if elected;
- › Not be a City employee;
- › Not be in financial arrears to the City for any reason; and
- › Not file for more than one (1) office per election.





Physical Address

1102 Lohmans Crossing Road
Lakeway, TX 78734

Ph: (512) 314-7500
M-F, 8am-5pm



Point of Contact

City Secretary Jo Ann Touchstone
joanntouchstone@lakeway-tx.gov
(512) 314-7506



Appointment Timeline

Accepted all year round (when
positions are free)

Boards & Commissions Available to Serve On:

- › Arts Committee
- › Board of Adjustment
- › Board of Ethics
- › City Building Commission
- › City Council
- › Heritage Committee
- › Parks and Recreation Committee
- › Public Engagement Advisory Committee
- › Wildlife Advisory Committee
- › Zoning and Planning Commission

Appointment Eligibility

- › Have to be a resident of the city





Physical Address

105 E. Eggleston St.
Manor, TX 78653

Ph: (512) 272-5555
M-F, 8am-5pm

Mailing Address

City of Manor
City Secretary
105 E. Eggleston St.
P.O. Box 387
Manor, TX 78653

Boards & Commissions Available to Serve On:

- › Planning and Zoning Commission
- › Board of Adjustments
- › Community Impact Fee Advisory Committee
- › Ethics Commission
- › Charter Review Committee

Appointment Eligibility

- › Applicants must have resided in the City of Manor, or ETJ for available appointments, for six (6) months and be a registered voter.



Point of Contact

City Secretary Lluvia T. Almaraz
ltijerina@cityofmanor.org
(972) 617-7262



Appointment Timeline

Applications Accepted Year-Round





Physical Address

100 E. Main St
Pflugerville, TX 78660

Ph: (512)-990-6100
M-F, 8am-5pm

Mailing Address

P.O. Box 589
Pflugerville, TX 78691



Point of Contact

City Secretary Glennell Miller
citysecretary@pflugervilletx.gov
Fax: (512) 990-4364



Appointment Timeline

The City of Pflugerville takes applications each fall. Regular interviews are conducted in December of each year for terms beginning the first of the following year.

Boards & Commissions Available to Serve On:

- › Board of Adjustment
- › Comprehensive Plan Advisory Committee (CPAC)
- › Deutschen Pfest Committee
- › Equity Commission
- › Finance and Budget Committee
- › Library Board
- › Parks and Recreation Commission
- › Personnel Appeal Board
- › Pflugerville Community Development Corporation (PCDC) Board
- › Planning and Zoning Commission
- › Tax Reinvestment Zone No. One Board
- › Youth Advisory Council

Appointment Eligibility

Each candidate for appointment as a member of a board or commission must be a registered voter of the city who has resided within the corporate city limits or within territory annexed prior to the appointment, for at least twelve months preceding the appointment. Board or commission members serve without compensation and must not be employed by or hold any other position in city government. In addition to any other requirements prescribed by the council, members must maintain the qualifications established while in office. No member of a board or commission may remain in his/her position after being elected or appointed to city office. Members of a board or commission are limited to three consecutive full terms in office. A person who has served three consecutive full terms as a board or commission member may not again hold the same office until at least one term out of office has passed





Physical Address

City of Rollingwood
403 Nixon Drive
Rollingwood, TX, 78746

Ph: (512) 327-1838
M-F, 8am–5pm



Point of Contact

City Secretary Ashley Wayman
awayman@rollingwoodtx.gov



Appointment Timeline

Accepted All Year Long

Boards & Commissions Available to Serve On:

- › Board of Adjustment
- › Park Commission
- › Planning and Zoning
- › Rollingwood Community Development Corporation (RCDC)
- › Utility Commission
- › Comp Plan Strike Force

Appointment Eligibility

- › Must be resident of Rollingwood

CITY OF ROUND ROCK



Physical Address

221 East Main Street
Round Rock, TX 78664

Ph: (512) 218-5400
M-F, 8am-5pm



Point of Contact

City Clerk Sara White
swhite@roundrocktexas.gov
(512) 218-5404



Appointment Timeline

Applications for annual board and commission appointments are only accepted June 1 until 5 PM on July 1 of each year. Appointments will be done at the first City Council meeting in August, and newly appointed members begin their term on September 1.

Appointments are also done as needed when vacancies occur. Vacancies are created when someone moves out of the city limits of Round Rock, misses three consecutive meetings, or resigns for any reason before their term is up. Current board and commission members and their term lengths and expiration dates are available on Round Rock Replay (<https://roundrock.legistar.com/Departments.aspx>) as are the agendas and minutes from current and past meetings.

Boards and Commissions Available to Serve On:

- › Transportation and Economic Development Corporation (Type B Corp)
- › Planning and Zoning Commission/CIAC
- › Capital Improvements Advisory Committee (CIAC) Ad Hoc Member (must live in Round Rock ETJ)
- › Historic Preservation Commission
- › Zoning Board of Adjustment
- › Ethics Review Commission
- › Charter Review Commission
- › Building Standards Commission/Fire Code Board of Appeals
- › Civil Service Commission *(3 year term – appointed by the City Manager)
- › Round Rock Housing Authority Board of Commissioners *(appointed by the Mayor only and not a City board)

Appointment Eligibility

- › All applicants must have lived inside the city limits for the last 12 consecutive months and be registered voters in the City of Round Rock.
- › To verify if your address is inside the city limits of Round Rock, please visit our CityView website (<http://maps.roundrocktexas.gov/cityview/>).
- › To verify that you are a registered voter in the City of Round Rock, please visit the Williamson County Elections website (<https://apps.wilco.org/elections/default.aspx>) or the Travis County Elections website (<http://www.votetravis.com/vexpress/display.do>).
- › Any interested party must complete the required board and commission application; and applications are only accepted during the annual application window or when there are vacancies to be filled.





Physical Address

3205 Jones Rd
Austin, TX 78745

Ph: (512) 892-1381
M-F, 8am-5pm



Point of Contact

Administration
(512) 893-1383



Appointment Timeline

Appointments are made again
when applications open up in
November/December

Boards & Commissions Available to Serve On:

- › Budget and Finance Committee
- › Community and Economic Development Committee
- › Planning and Environment Committee
- › Public Safety Committee
- › Public Works Committee
- › Arts Commission
- › Board of Adjustment
- › Zoning Commission

Appointment Eligibility

- › All regular and alternate members serving on a committee must be a resident of the City. One (1) honorary member who is not a resident of the City, but may have experience in a related field that provides a valuable resource to the Committee may be appointed.





Physical Address

Village of Volente
16100 Wharf Cove.
Volente, TX 78641

Ph: (512) 250-2075
M-F, 9am-3:30pm



Point of Contact

Village Council Member
Isabelle Evans
evans@volentetexas.gov
(512) 567-1294



Appointment Timeline

2021 Deadline for Application - Feb.
15 (deadline may be open and
extended based on availability on
boards and commission)

Boards & Commissions Available to Serve On:

- > Planning & Zoning Commission
- > Board of Adjustments
- > Budget, Finance & Administration Committee
- > PR & Communication Committee
- > Government Relations Committee

Appointment Eligibility

- > You must be a resident to apply for either the Board, the Commission, or a Standing Committee



Physical Address

19208 FM 969 B
Webberville, TX 78653

Ph: (512) 276-1865
M-F, 8am-5pm

Mailing Address

Village Clerk
Village of Webberville, P.O. Box 367
Webberville, TX 78653

Boards & Commissions Available to Serve On

NOT ALL COMMITTEES MAY BE FORMED AT THIS TIME

- › Finance/Budget
- › Historic Commission
- › FundRaising & Grants
- › Community newspaper
- › Economic Development
- › Natural Resources
- › Leisure and Cultural Events
- › Transportation & Roads
- › Social Service Programs
- › Zoning and Planning



Point of Contact

Village Clerk Carissa Cannaday
clerk@webberville.org





Physical & Mailing Address

West Lake Hills
911 Westlake Drive
West Lake Hills, TX 78746

Ph: (512) 327-3628
M-F, 8am-5pm

Boards & Commissions Available to Serve On:

- › Zoning and Planning Commission

Appointment Eligibility

- › Must live in West Lake Hills for 1 year before applying



Point of Contact

City Secretary Stephanie Mills
smills@westlakehills.org
(512) 610-3821

Zoning and Planning Secretary
Mark Littrell
pzsec@westlakehills.org
(512) 610-6822

Director of Building and
Development Services Anjali Naini
anaini@westlakehills.org
(512) 610-6838



Appointment Timeline

Accepted all year long when
vacancies are open

