



BOROUGH OF CARLISLE

“Committed to Excellence in Community Service”

Carlisle Borough Volunteer Position Announcement **Borough of Carlisle Human Relations Commission**

Date: (February 9, 2018)

Submission Deadline: (February 26, 2018)

The Employee Relations and Citizen Participation Committee of the Carlisle Borough Council is seeking borough residents interested in serving on the following commission:

Commission: Borough of Carlisle Human Relations Commission

Term: The terms of the members of the Commission shall be four years. The terms shall be staggered such that one-quarter of the members' terms shall expire each year.

- Member #1 (full four year term): February 28, 2022
- Alternate Member #1: February 29, 2020
- Alternate Member #2: February 28, 2022

Responsibilities and Authority Description:

The Borough of Carlisle Human Relations Commission (HRC) was created by Borough Council through the adoption of Ordinance 2259 (dated December 8, 2016) which becomes effective on March 1, 2017.

The purpose of the HRC is to foster equality and equal opportunity for all citizens, regardless of actual or perceived race, color, religious creed, ancestry, sex, national origin, handicap or use of guide or support animals because of blindness, deafness, or physical handicap of the user or because the user is a handler or trainer of support or guide animals, sexual orientation, gender identity or gender expression, enjoy the full benefits of citizenship and are afforded equal opportunities for employment, housing, commercial property and public accommodation, and to safeguard the right of all persons to remain free from discrimination or discriminatory practices in any of the foregoing aspects of their lives.

The HRC is independent and nonpartisan. It is comprised of four members appointed by Borough Council for staggered four year terms. All members shall be residents or business owners of the Borough of Carlisle and shall serve without compensation. The HRC shall have all powers necessary to execute the duties set forth under Ordinance 2259, provided that such powers shall not exceed those exercised by the Pennsylvania Human Relations Commission under the Pennsylvania Human Relations Act. It shall be supported by volunteers, unpaid staff, and volunteer efforts and shall be as close to “zero cost” to the Borough as feasible.

HRC members act as public liaisons, receive complaints, and conduct intake meetings of any person claiming to be aggrieved by a practice that is made unlawful under Ordinance 2259, and who has followed the appropriate protocol set forth in Section 83-6, titled “Procedures for filing complaints”.

The HRC is responsible for providing the complainant with his or her right to file their complaint with the appropriate state or federal agencies, or court, when applicable; forwarding a copy of the complaint to the person(s) charged with the discriminatory act or practice; notifying the Pennsylvania HRC of any complaint that may be deemed to be within the jurisdiction of that commission; and, mediating where both the complainant and the person(s) charged with the discriminatory act or practice agree to voluntary mediation.

Meetings:

The HRC meets on an as-needed basis. All meetings shall be held at Town Hall, 53 West South Street, Carlisle.

Selection process:

- All letters and accompanying resumes received will be reviewed by the ERCP Committee.
- Identified candidates will be scheduled for an interview with the chairman and co-chairman of the ERCP Committee.
- The candidates chosen by the ERCP for the Carlisle Borough Human Relations Commission (HRC) will be recommended to Carlisle Borough Council for approval at the March 8, 2018 Council Meeting.

The ERCP is seeking individuals who are objective and possess strong interpersonal skills with the ability to problem solve, inspire trust, motivate, and mediate. Persons should have the ability to interpret and apply the ordinance. If interested in volunteering, please submit a letter of interest and resume (if available) by February 26, 2018 to:

Robin Guido, Employee Relations/Citizen Participation Committee Chairman
Borough of Carlisle
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