



# Volunteer Position: Historic Landmark Board (HLB)

## Position Description:

The Historic Landmark Board proposes criteria for the review of historic resources, reviews properties nominated for designation, reviews certificates of historic appropriateness on landmark properties, and makes recommendations, advises and assists owners of historic properties.

## Duties and Responsibilities:

- Pursue financial assistance for preservation and history-related programs.
- Identify and implement other incentives for owners of historic properties.
- Issue certificates of recognition and authorize plaques for historical landmarks.
- Foster civic pride and awareness of Broomfield's unique heritage.
- Attend meetings as scheduled, either virtually or in person.
- Complete necessary paperwork, orientation, and training.
- Update information and regularly input hours into your VolunteerHub profile and other reporting documents as necessary.
- Represent City and County of Broomfield in a professional manner in keeping with Broomfield policies, including the [Board Member Conduct Policy](#).

## Qualifications:

- No experience necessary, but a professional background in history or historic preservation is desired.
- Must be a resident of Broomfield.
- Volunteer must exhibit a strong command of the English language.
- Ability to work with minimal guidance.
- Must have a patient and understanding demeanor.

## Meeting Information:

Meetings are generally held at 6 p.m. monthly or quarterly in the City Council conference room.

## Benefits for the Volunteer:

Contribute to making Broomfield a great place to work, live and play. Be a part of the local government supporting critical services to Broomfield residents. Help promote history and historic preservation.

## Reports to:

Staff liaison: Principal Planner, Judy Hammer.

## To Apply:

Visit [Broomfield.org/BandC](https://www.broomfield.org/BandC) for more information.