





# City of North Pole *Office of the City Clerk*

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125 Snowman Lane North Pole, AK 99705

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## **Duties of City Council Members**

1. Attend City Council meeting scheduled on the 1<sup>st</sup> and 3<sup>rd</sup> Mondays of each month at 6:30PM at the City Hall.
2. Actively participate in the budget creation of the City of North Pole. Budget workshops are held over 3 nights in October.
3. Attend Special City Council meetings from time to time.
4. Attend the Alaska Municipal League Newly Elected Leader Training the first week in December 2022.
5. Read Council Packets prior to each meeting to be prepared to discuss issues when at City Council Meetings.
6. Volunteer/assigned to be on committees that are sanctioned by the City Council for City related issues.
7. Strive to stay aware of what is going on within the City of North Pole.