



June 2  
TOWN OF ACTON  
472 Main Street  
Acton, Massachusetts, 01720

6/2/03  
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VOLUNTEER COORDINATING COMMITTEE

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On May 12, 2003 the Volunteer Coordinating Committee voted unanimously to recommend Karen V. McDonald as a Regular member of the Volunteer Coordinating Committee with a 3 year term ending 6/30/06.

Karen's professional background and expertise are impressive. She was a Human Resources professional for 20 years. Her counseling and problem solving skills make her an excellent fit for our committee.

Nancy A. Whitecomb, Chairman VCC  
May 13, 2003

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6/2/03

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**VOLUNTEER COORDINATING COMMITTEE**

**VOLUNTEER APPLICATION**

**TOWN OF ACTON**

472 MAIN STREET  
ACTON, MA 01720

TELEPHONE (978) 264-9612

FAX (978) 264-9630

E-MAIL VCC@TOWN.ACTON.MA.US

Residents interested in serving on a Town Board, Committee or Commission are requested to complete this form and forward it to the Office of the Town Manager at Town Hall.

(Please print or type)

Title Mr. <u>(Mrs.)</u> Ms. Dr.	E-mail Address Kandj.mcdonald@verizon.net	Date 4/3/03
Last Name McDonald	First Name Karen	Middle Initial V
Street Address 5 Redwood Rd	Home Phone 978 635-0158	Business Phone

Please refer to the other side of this sheet and indicate below, in order of preference, the Board, Committee or Commission that is of interest to you: Personnel Board

Volunteer Coordinating Committee

Have you previously been a member of a Board, Committee or Commission (either in Acton or elsewhere)? If so, please list the Board name and your approximate dates of service:

Indian Hill Music Center 2002 - present - Personnel Committee  
Sunrise Sunset Lake Assoc. 1993 - 1997 - president

Do you have any time restrictions? \_\_\_\_\_

Are you a U.S. Citizen? yes How long have you lived in Acton? 16 yrs In Massachusetts? 16 yrs.

Present occupation and employer (Optional: Attach résumé) \_\_\_\_\_

Retired 7/2002 - summary attached

Do you or your employer have any current or potential business relationship with the Town of Acton that could create a conflict of interest? no

Education or special training: BA - Psychology, numerous courses and seminar in all aspects of Human Resources management

Please list below any additional information or comments that may help in the matching of your interests with the most appropriate Board/Committee, such as civic experience, special interest/hobbies, etc.:

Karen McDonald  
5 Redwood Road  
Acton, MA 01720  
978 635-0158

#### Professional

Retired Human Resources professional with over 20 years of experience in all aspects of the function.

Corporate Director of Human Resources, Nypro Inc., Clinton, MA.  
Previously held Human Resource positions with Duracell Inc., Tarrytown, NY, State University of New York at Purchase and State University of New York at Stony Brook.  
Internship and Children's Director at Northern Westchester Shelter, for victims of domestic violence.

#### Expertise

Counseling and problem solving  
Maintenance of positive employee relations  
Employment law  
Recruitment and retention  
Compensation and benefits  
HR policies and procedures

#### Personal

Married, 35 years  
Two grown daughters  
One grandson

#### Current

Board Member of Indian Hill Music Center  
Hospice Volunteer, Wayside Hospice  
HR Consultant, National Science Teachers Association