

2019 COMMITTEE, COMMISSION, & BOARD APPOINTMENT TIMELINE

<p><u>December 2, 2018</u> Generate list of expiring terms and vacancies</p>	<p><u>December 3, 2018</u></p> <ul style="list-style-type: none"> • Contact members whose terms are expiring and ask them to submit a letter of interest in being reappointed • Due date December 14 	<p style="text-align: center;"><u>TBD</u></p> <p>Town Council Goal Setting Retreat</p>	<p><u>January 7, 2019</u></p> <ul style="list-style-type: none"> • Update committee pages and volunteer page on website – include list of vacancies • Update online application form
<p><u>January 24 – March 14</u> Annual Committee Reports to Council</p>	<p><u>January 18</u> Invite applications for vacancies via:</p> <ul style="list-style-type: none"> • Website • Social Media • Email Contact lists • Press release 	<p><u>February 15</u></p> <ul style="list-style-type: none"> • Application Deadline 	<p><u>February 18-20</u></p> <ul style="list-style-type: none"> • Staff vets applications to verify qualifications • Schedule interviews and Inform applicants about process and timeline
<p><u>February 22</u></p> <ul style="list-style-type: none"> • Send all application materials to Council 	<p><u>February 28</u></p> <ul style="list-style-type: none"> • Council Interviews in Study Session 	<p><u>March 14</u></p> <ul style="list-style-type: none"> • Council Interviews in Study Session Mayor & Council discuss and rank applicants 	<p><u>March 28</u></p> <ul style="list-style-type: none"> • Mayor and Council make appointments – Action Item • Council Liaisons assigned
<p><u>March 29</u> Generate appointment letters and regret letters for the Mayor's signature</p>	<p><u>March 29</u> Staff liaisons to committees will contact the newly appointed members to provide initial information and schedule training</p>	<p><u>April 1</u> Term of office begins</p>	<p><u>April 2</u></p> <ul style="list-style-type: none"> • Update committee information on: <ul style="list-style-type: none"> ○ Website ○ Granicus ○ Organizational Directory ○ Create new email addresses if applicable
<p><u>April - May</u></p> <ul style="list-style-type: none"> • Training 	<p><u>May 23</u></p> <ul style="list-style-type: none"> • After-Action review and discussion of process improvements 		