

June 10, 2021

Committee Recruitment and Selection Process



PURPOSE

Receive Council feedback on the recruitment and selection process for 2022

TOPICS

Volunteer Outreach Throughout the Year

Requests for Reappointment or Require Everyone to Reapply

Include Committee Preference on the Application or Not

Role of Committee Chairs in Interview Process

Interview New Applicants and Incumbents

Committee Recruitment and Selection Process

Volunteer Outreach Throughout Year

- Allow residents to apply throughout the year
- Quarterly notices on social media, website, weekly update, newspaper
- Do not advertise specific vacancies

Requests for Reappointment

- September – Generate list of expiring terms and vacancies
- October - Contact committee members whose terms are expiring and ask them to confirm their interest in being reappointed

Committee Recruitment and Selection Process

Volunteer Applications

- December – Deadline to submit applications to be considered for appointment
- Do not require applicants to specify committee preference?

Interviews

- January / February - Hold interviews
 - Agenda setting group to determine when to schedule (regular or special meeting)
- Only interview new applicants?
- Role of committee chairs?

Committee Recruitment and Selection Process

<p><u>September</u></p> <ul style="list-style-type: none"> • Generate list of expiring terms and vacancies 	<p><u>October</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 31 • Update list of Vacancies 	<p><u>November</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>November</u></p> <ul style="list-style-type: none"> • Issue press release on committee appointments • Website • Email contact lists (& all volunteers) • Social Media • Press release
<p><u>December 10</u></p> <ul style="list-style-type: none"> • Application Deadline 	<p><u>December</u></p> <ul style="list-style-type: none"> • Staff vets applications to verify qualifications • Agenda setting group discusses interview timeline • Schedule interviews • Inform applicants about process and timeline 	<p><u>January - February</u></p> <ul style="list-style-type: none"> • Council Interviews in Study Session • Discusses applicants in Executive Session 	<p><u>February 10 / 24</u></p> <ul style="list-style-type: none"> • Mayor and Council make appointments – Action Item • Assign Committee Liaisons
<p><u>February</u></p> <ul style="list-style-type: none"> • Staff liaisons contact the newly appointed members to provide initial information and schedule training 	<p><u>March</u></p> <ul style="list-style-type: none"> • Committee Training • Appointees attend meetings as observers 	<p><u>April 1, 2022</u></p> <ul style="list-style-type: none"> • Term of office begins 	<p><u>April</u></p> <ul style="list-style-type: none"> • Update committee information: <ul style="list-style-type: none"> • Website • Granicus • Organizational Directory

QUESTIONS?