

2021 COMMITTEE, COMMISSION, & BOARD APPOINTMENT TIMELINE

<p><u>November 30, 2020</u></p> <p>Generate list of expiring terms and vacancies</p>	<p><u>December 9</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 30 <p>Update list of Vacancies</p>	<p><u>January 4, 2021</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 5, 2021</u></p> <p>Issue press release on committee appointments</p> <ul style="list-style-type: none"> • Website • Email contact lists (& all volunteers) • Social Media • Press release
<p><u>February 4</u></p> <ul style="list-style-type: none"> • Application Deadline 	<p><u>February 5, 2020</u></p> <ul style="list-style-type: none"> • Staff vets applications to verify qualifications • Schedule interviews with new applicants and incumbents. <p>Inform applicants about process and timeline</p>	<p><u>February 5</u></p> <ul style="list-style-type: none"> • Send all application materials to Council 	<p><u>February 11</u></p> <ul style="list-style-type: none"> • Council Interviews in Study Session
<p><u>February 25</u></p> <ul style="list-style-type: none"> • Council Interviews in Study Session 	<p><u>March 11</u></p> <ul style="list-style-type: none"> • Council Interviews in Study Session, if necessary • Council ranks applicants and makes recommendations for appointments 	<p><u>March 25</u></p> <ul style="list-style-type: none"> • Mayor and Council make appointments – Action Item • Assign Committee Liaisons 	<p><u>March 26</u></p> <p>Generate appointment letters and regret letters for the Mayor's signature</p>
<p><u>March 26</u></p> <p>Staff liaisons to committees will contact the newly appointed members to provide initial information and schedule training</p>	<p><u>April 1</u></p> <p>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"> • Committee Training