

# **Application and Appointment Process for Boards, Commissions and Committees**

## **For Council discussion and consideration Sept. 23, 2014**

### **1.) Proposed:**

A more systematic approach to the application process which may result in:

- a) More applicants and greater involvement by cross section of Hudson
- b) Decrease need for “last minute” Council interview sessions and better scheduling for Council members and staff
- c) Regular scheduled interaction with board members

### **2.) Problems:**

- a.) Frequent interview sessions called to fill seats for the next board meeting. 7 meetings from Aug 2013-July 2014.
- b.) Inconsistency as to whether existing board members need to interview in 2<sup>nd</sup> or 3<sup>rd</sup> term applications causes confusion on part of boards and staff (ARCH, Econ Development, Parks are examples)
- c.) Lack of applications
- d.) Interview sessions with too many qualified candidates and no process to go back to them when positions open up later on.
- e.) Confusion on goals and success between Council and boards due to no interaction on policy

### **3.) At present:**

- a.) Board terms end at four times each year; 2015 vacancies

Dec. 31/Jan 1. EAC (2x), BZBA (2x), CTV (2x), Cemetery (1x), PC (2x)

March PAAB (0), GAB (0) (1x in 2016)

June-July. Park (0), ARCH (2) Tree (1) (2-2-1 in 2016)

Sept. EGB (0) (4x in 2016)

### **4.) Solution:**

- a.) Schedule interview sessions when establishing annual calendar, put interview date(s) further out.
- b.) Begin promoting board openings earlier, use Hub ad as kick off with Boards listed and interview dates

c.) At interviews, decide on “bench” while memories are fresh, keep all applications on “active” file for 10 months (inform applicants not selected they may be called upon later in year if they agree.

d.) Interview all candidates, existing members and new applicants. This is our only regular interaction with board members in a 4 or 8 year time period.

e.) Don't have to rely on whether a member will “reup,” no need for extra interviews sessions for vacancies unless the “bench” is empty.

## **5.) What it may look like:**

### 2015

No March board seats up in 2015

March 2015 – Begin promoting June/July ARCH Board and Tree Comm seats (3 TOTAL), interviews in in April. Any applications stay on file until Feb. 2016.

No Sept. board seats up in 2015

August 2015 (late, or early Sept.) Begin promoting CTV and PC (2 TOTAL) Interviews in Sept or Oct (around budget)

### 2016

January 2016 Begin promoting PAAB March opening, mention Summer Park, ARCH, Tree openings Interview in Feb.

March 2016 – Begin promoting June/July ARCH Board and Tree Comm seats. (also mention EGB in Sept) Interviews in April

May 2016 – Begin promoting Sept. EGB seats Interviews in June.

August 2016 (late, or early Sept.) Begin promoting EAC, Cemetery, BZBA, CTV and PC (9 TOTAL) Interviews in Sept or Oct (around budget)