

Appointment & Selection Process

Appointment & Selection Process- Enhanced Recruitment/Outreach Efforts

- Work with the Village's communications team to implement a robust recruitment program for all upcoming vacancies
 - Identify key messaging to encourage volunteers
 - Create promotional video
 - Improve content on Village website
 - New graphic design for use on website and other materials
 - Ensure that upcoming vacancies due to term expirations are publicized in advance
- Immediately start outreach efforts to fill the open slots on the Housing and Human Relations Commissions

Appointment & Selection Process- Improved Communication with Applicants

- Ensure a Village representative personally follows-up with each resident who submits a TBQ
- Complete an annual review of TBQs on file
 - Confirm residents wish to continue to seek appointment and their areas of interest
 - Provide opportunity for residents to update their TBQ and/or resume

Appointment & Selection Process- Selection Process

- Continue discussions from September 3 meeting
- At the last meeting, the Committee discussed creating a regular report/dashboard to the Village Board on the status of boards and commissions to include:
 - Board and commission membership information
 - Current vacancies
 - Forecast of upcoming vacancies

Appointment & Selection Process- Selection Process- Add'l Recommendations

- Ongoing appointments
 - Communicate vacancy to the community
 - Village President and staff review upcoming vacancies and TBQs
 - As necessary, Village President discusses needs with staff and/or Cmt. chair
 - Village President interview of candidate(s)
 - Submission of recommendation to the Village Board (in advance of public notice)
 - Introduction of candidate to the public at a Village Board meeting
- Additions to ongoing process for upcoming Housing and Human Relations Commission Appointments
 - Village President to identify Committee chairs and work with the chairs on the selection of remaining members
 - Village President to submit memorandum to the Village Board summarizing the selected candidates and their backgrounds and qualifications prior to posting agenda
 - Village President memorandum to be included in the public agenda packet when appointments are recommended to the Village Board