



## Advisory Board Staff Checklist

A checklist for staff to a county advisory board:

### Member Recruitment

- A vacancy occurs on the advisory board
- Contact the volunteer services coordinator to develop a recruitment strategy
- Approve media release prior to distribution
- Review county website information about open advisory board position
- Contact all prospective applicants about interview/placement process timeline

### Member Selection

- Set up an interview with each applicant
- Prepare interview panel with consistent questions for each applicant
- Notify applicants who were not selected to serve of this decision
- Notify applicant(s) selected to serve with approximate timeline for appointment

### Member Appointment/Reappointment

- Notify volunteer services coordinator about appointment of selected applicant(s)
- Determine who will prepare the appointment packet for board session agenda review
- Contact applicant(s) about proposed appointment date
- Plan to attend the applicant(s) appointment at board session

### Member Placement

- Ensure that the new appointee received a copy of the Order of Appointment and Orientation Handbook from the BOC after appointment confirmed
- Contact new appointee after appointment with appropriate advisory board information such as meeting information, bylaws, past minutes, board members, etc.
- Provide new appointees with orientation about service on a public advisory board

### Member Resignation

- A member resigns and a position is vacant
- Send a copy of the resignation to BOC and volunteer services coordinator
- Request a signed certificate of participation from the BOC for the departing volunteer
- Start again with Member Recruitment...

More information:

<http://www.co.marion.or.us/BS/VOL/VM/advisoryboards/>

or

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