<table>
<thead>
<tr>
<th>Applying</th>
<th>Application is In</th>
<th>Placement</th>
</tr>
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<tbody>
<tr>
<td><strong>The Application Itself</strong></td>
<td><strong>Receipt of Application</strong></td>
<td><strong>Orientation</strong></td>
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</table>
| • What does your application process look like? | • Is the applicant notified that their application was received? | • Do you have one? If you don’t here are suggestions on what to cover:  
  ○ Review mission or charter of this board/commission  
  ○ Cover history of the work of the board/commission. What were significant projects or policies passed?  
  ○ Hand out department chart, explain roles and responsibilities of board/commission member versus staff  
  ○ If possible, have other board/commission members share their experiences at the orientation  
  • Ideally, hold the orientation before the new board/commission member starts, but no later than 1-2 months after |
| • How many pages is your application? | • Do they know how many other people are applying? |  |
| • Is there a “common application?” | • How often will you be in communication with applicants? |  |
| • Can you apply online? Is the application available in other languages or formats (i.e. Braille)? | • What is the timeline from application to notification and appointment? |  |
| • Is there a centralized location where applications go? | • Will applicant be notified of rejection? |  |
| • Who does someone contact if they have questions about the process or application itself? |  |  |
| • Who really reviews the applications – staff of that particular board/commission? The chair of the board/commission? |  |  |
| **Outreach** | **Communication with Applicant** | **Board/Commission Culture** |
| • Who are you currently reaching out to? | • Is this done by email or phone? | • What is the decision making process?  
  ○ Parliamentary procedure/Robert’s Rules or a consensus process?  
  ○ What criteria are used to make decisions? How explicit are those criteria explained?  
  ○ Are there opportunities to ask about how race, class, gender, sexual orientation or ability impact these policies?  
  ○ How are decisions made? How is the agenda set? |
| • What networks or constituencies are missing from your lists? | • If applicant is rejected, do you say why? |  |
| • What are other pathways for engagement at your government level? | • Is this centralized to lead staff to contact or delegated to each board/commission |  |
|  • City academies  
  • Neighborhood Groups (official and unofficial) |  |  |
### Board Liaison?

- Is it mostly the executive or a steering committee or staff?
  - What happens when people disagree?
  - How are new ideas embraced?
  - Do you explain acronyms or commonly used language? Can you create a legend or cheat sheet of acronyms to hand out at meetings?
  - Connecting Board/Commission Members. Do you enlist other seasoned board/commission members to be a point of contact, or “board buddy” to new members?
  - Leadership. What is the process to become chair or vice chair? Are there annual elections for this? How do you encourage this opportunity to new members?

### Timing

- How often do you announce open seats or when you are accepting applications?
- Do you have official/unofficial periods of mass appointments like twice a year (June and December?)
- Or do you have strict open/close deadlines or rolling deadlines?
- Do you keep rejected (overflow) applicant files on hand for future consideration of other boards?

### Interview

- Is an interview required? If it is with whom? (An elected? Key staff? Several people)
- How many people will be in the interview and types of questions they may ask?
- Also, how long is the interview?

### Evaluation

- Do you gather data about who currently serves on your boards or commissions (i.e. by age, race, educational attainment, renter/owner, income level, geography, profession, industry, etc.)? Do you use this data to determine future membership?
- Do you have an annual board/commission satisfaction survey or create opportunities to check in?
- Is there an annual review of board/commission work accomplishments (written or verbal)?
- Does the board/commission set aside time to do retreats or a deeper dive on current issues impacting your board/commission?