



Board Committee Selection Process Policy

Approved P 2012.10.04

Revised P 2018.02.01

POLICY

It is the policy of the Sonoma Valley Health Care District Board to utilize Board Committees for assistance in providing oversight and governance of District operations.

It is the policy of the Sonoma Valley Health Care District Board to utilize the experience and expertise of the citizens in the community to assist the Board members assigned to Board Committees.

It is the policy of the Sonoma Valley Health Care District Board to encourage involvement of the public in the District's operations by maintaining full staffing of regular and alternate public members on Board Committees.

The Current Board Committees are: Audit Committee, Finance Committee, Quality Committee.

PROCEDURE

When a public member vacancy occurs on a Board Committee, the Committee Chair shall notify the Board Chair of the vacancy.

For Board Committees with voting and alternate public members, the Committee Chair may elect to promote an alternate public member to be a voting member and notify the Board Chair of the alternate member vacancy.

The Board Chair shall notify the Board Clerk of the public member vacancy on the Committee.

The Board Clerk shall solicit written applications for the vacant public member Committee position by preparing an advertisement and/or press release for publication in local newspapers based on selection criteria from the Committee's charter and containing pertinent information, including the time and date deadline for submitting the application.

Candidates for the public member position will be directed to the Board Clerk to obtain an information package and application form. Candidates will submit the application form and current resume/CV to the Board Clerk.

Candidate applications will be received and date stamped by the Board Clerk.

Committee candidate interviews will be scheduled at a regular or special Board meeting at a time and date to be determined by the Board Chair.

Committee candidates will be interviewed and prioritized by the Board.

The Board Chair will appoint the top ranked applicant (or applicants) to the vacant position (or positions) on the Board Committee subject to the approval of a majority of the Board.

The Board Clerk will ensure that newly appointed public Board Committee members are added to the Committee distribution list to receive notices of meetings.

The Board Clerk will send each new public Committee member a copy of the Board Orientation Guide.