



## **Board Committee Selection Process Policy**

Approved

P 2012.10.04

Revised

P 2022.04.20

### **POLICY**

The Sonoma Valley Health Care District Board shall;

- Utilize Board Committees for assistance in providing oversight and governance of District operations.
- Utilize the experience and expertise of the citizens in the community to assist the Board members assigned to Board Committees.
- Encourage involvement of the public in the District's operations by maintaining full staffing of Community members on Board Committees.

The Current Board Committees are: Affiliation Oversight Committee, Audit Committee, Finance Committee, Quality Committee, Governance 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 shall be directed to the Board Clerk to obtain an information package and application form. Candidates shall submit the application form and current resume/CV to the Board Clerk.

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

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

Committee candidates shall be interviewed and prioritized by the Board.

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

New public Committee members shall receive a copy of the appropriate Committee Charter.