

North Yarmouth Select Board 2022-2023
DRAFT Committee Appointment Process

Standing Committees with statutory responsibilities [LIST]

Task	Responsible Party	Recommended Timeline (6 Weeks)
Develop qualifications, desired skills/experience, expectations (including time commitment) at committee workshop and forward to Select Board	Committee Chair and SB Liaison	As soon as practicable based on workshop agendas (review as necessary)
Advertise vacancy through all official town communication channels	Town Manager	4 weeks and 2 weeks from application deadline
Coordinate outreach via committee Facebook, committee member outreach as appropriate/applicable	Committee Chair	4 weeks and 2 weeks from application deadline
Forward all applications to Select Board	Town Manager	At deadline
Choose interview subcommittee of Select Board members and other qualified persons as appropriate	Select Board	1 week before application deadline
Develop interview questions	Interview Subcommittee	1 week before application deadline
Conduct interviews and discuss candidate qualifications	Interview Subcommittee	1 week after application deadline
Recommend candidate(s) to Select Board for appointment	Interview Subcommittee	2 weeks after application deadline
Discuss candidate(s) qualifications and vote on candidate(s) appointment per Town Charter	Select Board	1st Select Board meeting following completion of interviews
Notify candidates not selected	Town Manager	Within a week after Select Board selection
Register candidate for appropriate MMA training	Town Manager	ASAP

Standing Committees [LIST]

Task	Responsible Party	Recommended Timeline (6 Weeks)
Notify Select Board of vacancy	Committee Chair	ASAP
Create job description with desired candidate qualifications and application deadline	Committee Chair and SB Liaison	6 weeks from application deadline
Coordinate outreach via town website, town Facebook, and town weekly email	Town Manager	4 weeks and 2 weeks from application deadline
Coordinate outreach via committee Facebook, committee member outreach	Committee Chair	4 weeks and 2 weeks from application deadline
Complete application	Candidate	
Send all applications to Select Board liaison and committee chair	Town Manager	rolling basis
Develop interview subcommittee of committee chair and committee members	Committee Chair	1 week before application deadline
Develop interview questions	Candidate Review Subcommittee	1 week before application deadline
Approve interview questions for legality	Town Manager	1 week before application deadline

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Task	Responsible Party	Recommended Timeline (6 Weeks)
Conduct interviews and discuss candidate qualifications	Candidate Review Subcommittee	1 week after application deadline
Share candidate qualifications and recommendation with committee, hold vote to recommend candidate	Candidate Review Subcommittee	2 weeks after application deadline
Recommend candidate to Select Board for appointment	Candidate Review Subcommittee	2 weeks after application deadline
Discuss and vote on candidate appointment per Town Charter	Select Board	Meeting following recommendation
Discuss candidate(s) qualifications and vote on candidate(s) appointment per Town Charter	Select Board	1st Select Board meeting following completion of interviews
Notify candidates not selected	Town Manager	Within a week after Select Board selection

Ad-Hoc Committees

Task	Responsible Party	Recommended Timeline (6 Weeks)
Notify Select Board of vacancy	Committee Chair	ASAP
Create job description with desired candidate qualifications and application deadline	Committee Chair and SB Liaison	6 weeks from application deadline
Coordinate outreach via town website, town Facebook, and town weekly email	Town Manager	4 weeks and 2 weeks from application deadline
Coordinate outreach via committee Facebook, committee member outreach	Committee Chair	4 weeks and 2 weeks from application deadline
Complete application	Candidate	
Send applications to Select Board liaison and committee chair	Town Manager	rolling basis
Develop subinterview committee of committee chair and committee members	Committee Chair	1 week before application deadline
Develop candidate questions	Candidate Review Subcommittee	1 week before application deadline
Approve candidate questions for legality	Town Manager	1 week before application deadline
Conduct interviews and discuss candidate qualifications	Candidate Review Subcommittee	1 week after application deadline
Share candidate qualifications and recommendation with committee, hold vote to recommend candidate	Candidate Review Subcommittee	2 weeks after application deadline
Recommend candidate to Select Board for appointment	Candidate Review Subcommittee	2 weeks after application deadline
Discuss candidate(s) qualifications and vote on candidate(s) appointment per Town Charter	Select Board	1st Select Board meeting following completion of interviews
Notify candidates not selected	Town Manager	Within a week after Select Board selection