RECRUITING & RETAINING SUCCESSFUL COMMITTEE MEMBERS

Presented by
Redmond City Councilor
Krisanna Clark Endicott
10.6.2022
INTRODUCTION

Krisanna Clark Endicott

Redmond, OR City Councilor since 2019
Mayor of Sherwood, Oregon 2014 – 2018
Sherwood, OR City Councilor 2011 - 2014

Email: Krisanna.Endicott@redmondoregon.gov
COMMITTEES & COMMISSIONS

RECRUITING COMMITTEE MEMBERS

ROLE of SUB-COMMITTEES & TECHNOLOGY in RECRUITMENT/RETENTION

RETAINING COMMITTEE MEMBERS
KEYS TO SUCCESSFUL MEMBER RECRUITMENT

CREATE A LIST of your ideal committee member candidate (not specific individuals necessarily, but specific skillsets, traits, and characteristics) that includes the skills, talents, availability and connections your committee/commission needs.

CREATE A MEMBER ROLE DESCRIPTION and provide it to potential members during the recruitment process. A good member role description should include expectations, including meeting attendance, committee participation, attendance at events, and clearly defining roles and responsibilities.
KEYS TO SUCCESSFUL MEMBER RECRUITMENT

DEVELOP A THOROUGH ORIENTATION PROCESS. Provide new members with materials about the organization, a tour of your programs, introductions to other committee and staff members.

ESTABLISH A SUB-COMMITTEE of members focused on recruiting new members and skills to the committee roster. This committee is often works in collaboration with staff and elected responsible for appointments.
ROLE OF TECHNOLOGY

*Oregon House Bill 2560 requires governing bodies to make most public meetings remotely accessible when it’s “reasonably possible.”
LEVERAGE SUB-COMMITTEES

RESEARCH
Creating and assigning interested members to sub-committees for the purpose of conducting needed project research can keep members engaged.

SPECIAL PROJECTS
One-time special project taskforces keep participating members focused and often highlights their skillsets.

COLLABORATION
Sub-committees can be used to represent a committee’s charter on large policy initiatives. Requiring collaboration across the organization as well as with other committees.
KEYS TO SUCCESSFUL MEMBER RETENTION

ENSURE MEMBERS HAVE ACTIVE ROLES.
Are you providing them with interesting and meaningful work? Are you actually utilizing their skills and talents? Do they have opportunities to engage with other committee/commissions.

GOOD MEETINGS GOOD MEMBERS
Are your board meetings boring? Do you go over report after report or are you having meaningful discussions and engaging members on important topics? Do your members feel their presence matters?

PROVIDE TRAINING
Are you providing regular and ongoing training? Do you have an annual retreat?
BE GRATEFUL.

Are you expressing gratitude? Do you thank your board members in person, in writing, in public? Do they know how important they are to your organization?