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## Tumalo Basin Sewer District Board Member Recruitment Policy

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### **Board Recruitment Objectives**

- To represent the community which we serve in governing the Tumalo Basin Sewer District (District) by enacting responsible, transparent, policies and actions.
- Assess the District's and the board's current leadership needs:
  - Identify ideal mix of professional skills, resources, and experience of a prospective member
  - Maintain a board culture that is open-minded, curious, accepting, and responsive
  - Maintain diversity that ensures varying opinions, approaches, attitudes, and solutions

### **Recruitment Process**

- Upon Vacancy of a term, whether by term expiration or vacation of the position, the following process is to be followed:
  - Board authorizes, by Resolution, to initiate a search for qualified candidates to consider for filling the current Board of Directors vacancy, or in the case of term expirations, vacancies.
  - Upon adoption of the authorizing Resolution, vacancy is to be posted on the District website, in a print ad with local media, by emailing or USPS mailing, posting on three local, public bulletin boards, and posting in any District newsletter.
  - Recruiting to fill position by appointment:
    - Posting to include timeline for response, delivery of packet, return of packet application, deliberation on candidates, selection, and official offer to take the position.
    - Posting may also include text from “Why would I want to become a board member?” document, from the recruitment packet.
    - Timelines may vary depending on urgency of need to fill position, term expirations, availability of candidates, and the calendar in general.

- Board Action in the case of Appointment
  - Per established timeline, deliberate over applicants in regular meetings or a noticed special meeting.
  - Only the full board can vote on a new board member.
  - Chair to contact selected candidate.
  - Orientation of selected candidate will vary, depending on experience, and to be determined by the Board, per candidate.
  - Postings, Responses, and their results may be kept electronically and, but not necessarily, in print.
  - Create and keep updated templates to copy and edit for each vacancy noticed.
- Recruiting to fill position by Election:
  - Posting to include information on how to file for candidacy
  - Posting may also include text from “Why would I want to become a board member?” document, from the recruitment packet.

## **Candidate Response**

- Upon receiving candidate response(s):
  - In the case of appointment candidate: Secretary to distribute (by mail or email) packet documents 1-7 to responding, prospective member(s) according to established timeline.
  - In the case of running for elected position: Secretary to distribute recruitment packet plus information on filing to run for the position.

APPROVED: November 11, 2025,  
Reference Resolution # 2025-007