



RECRUITING & RETAINING  
**SUCCESSFUL**  
COMMITTEE MEMBERS

Presented by  
Redmond City Councilor  
Krisanna Clark Endicott  
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# INTRODUCTION



Krisanna Clark Endicott

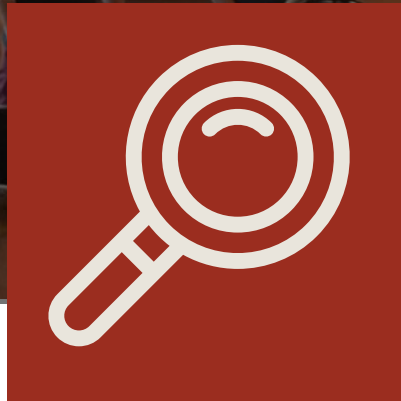
***Redmond, OR City Councilor since 2019***

***Mayor of Sherwood, Oregon 2014 – 2018***

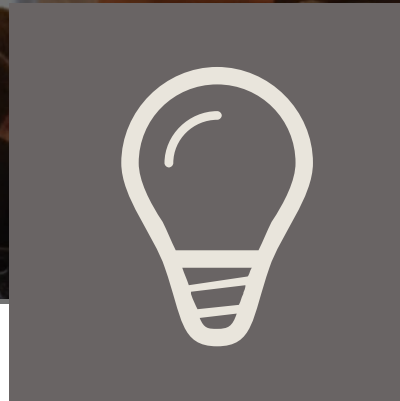
***Sherwood, OR City Councilor 2011 - 2014***

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# 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.

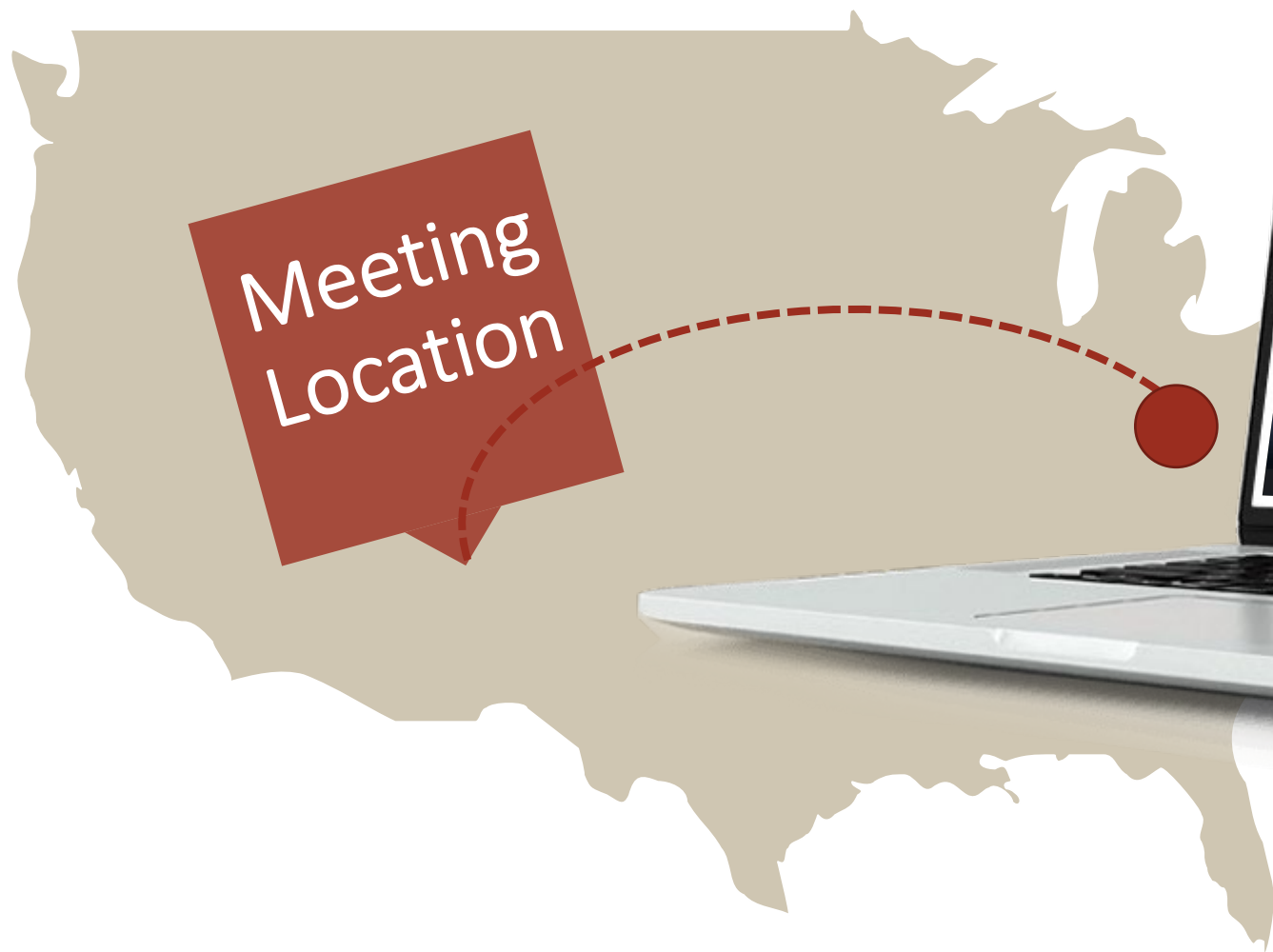


**ESTABLISH A SUB-COMMITTEE** of members focused on recruiting new members and skills to the committee roster. This committee is often works in collaboration with staff and elected responsible for appointments.





# 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?







# KEYS TO SUCCESSFUL MEMBER RETENTION



## 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?



A woman in a black dress is speaking into a microphone to a group of people outdoors. In the background, a man in a plaid shirt and a cowboy hat stands near a dark-colored truck with the number '6000' on its door. The scene is set in a residential area with a wooden fence and houses in the background. The text 'Q & A' is overlaid in the center of the image.

# Q & A