



# Community Council Member Selection Process

## Application Process

PCL staff are working with City of Portland's Office of Civic Life application process for all city advisory bodies. PCL Staff will host virtual information sessions for individuals interested in applying to become council members, including providing support for completing the application. Sessions will also include explanation of the screening and selection process for membership.

## Ad-Hoc Workgroup for Screening & Selection Recommendations

Building from PCL staff's experience with recruiting and screening 100+ community volunteer grant reviewers and creating job interview panels comprised of staff and external community partners, PCL staff will convene an ad-hoc workgroup to screen and score applications for community council membership. The workgroup will have 5 members: 2 PCL Staff and 3 external community partners with experience in grantmaking, community engagement, and/or staffing advisory bodies. Staff have developed screening and scoring criteria that reflect Community Council membership qualifications and representation priorities. Staff will train the workgroup members on the process for review/screening applications and will facilitate the workgroup to recommend options of selected membership. PCL Allocation Committee will make selection decisions based on workgroup recommendations.

## Application Screening & Selection Criteria

Applications ask questions focused on member experience related to the Council's charge and member qualifications.

Selection criteria are based on qualifications and experience, as follows:

- Understanding of the PCL Community Council and interest in contributing toward its purpose
- Commitment to Equity and Antiracism

- Commitment to Collaboration
- Professional or volunteer experience at least one of the following: social justice; child welfare; youth mentoring; K-12 education; early childhood programs, after school programs, family support programs; health/behavioral health; hunger relief services; small non-profit organizations; grantmaking and philanthropy
- Lived, professional, or volunteer experience working with youth who identify belonging to at least one of the following communities: LGBTQ+; Black, Indigenous, People of Color; Immigrant & Refugee; youth with disabilities; houseless families.

## **Timeline and Steps for Community Council Selection Process**

### ***January-March 2022***

- Staff work with Office of Civic Life to create Community Council member application and outreach plan for applicants including info sessions
- Staff update Allocation Committee members with Community Council application, draft scoring criteria for applications, outreach plan, and ad-hoc workgroup recruited for applicant screening and selection

### ***April- June 2022***

- Community Council member applications due by May 1, 2022
- PCL staff convene ad-hoc workgroup for training/orientation, finalize scoring criteria, reviews/score applications, and draft recommended membership options to Allocation Committee for review and decision
- Using ad-hoc workgroup's recommendations, staff meets individually with AC members to review and refine options
- Allocation Committee meet in mid-June to decide on recommended options for Community Council member selection
- Staff provides Community Council members notification of selection and requests them to accept or decline their appointment; all members who accept receive welcome materials during summer 2022