

**OPEN AGENDA
VIC IV. A.**

**Discussion of VIC's
Appointment Review
Process**

DATE: June 19, 2008

TO: Members, Board Committee on Volunteer Involvement

FROM: John McNicholas, Matthew Butler, Richard Frankel, and
Karen Hagelund

SUBJECT: Discussion of the VIC's Review Process of the Annual Committee
Appointments

Background

On June 13, 2008, the VIC subcommittee of John McNicholas, Matthew Butler and Richard Frankel met to discuss the current VIC review process and to suggest ways to facilitate or streamline VIC's review of the annual committee appointment recommendations. The subcommittee discussed the current VIC procedure and the required statistical reports.

The current procedure (see Attachment A) was adopted in 2003 and provides for each committee to follow its established procedures for reviewing applications and to submit to VIC a written recommendation and a statistical report (see Attachment B) with data on the current membership, the applicant pool, the nominees, and the proposed committee, as well as outreach information. The subcommittee does not recommend any change to this part of the process.

However, to focus VIC's resources more effectively to address outreach and potential policy issues, the subcommittee has suggested the following for VIC's discussion at its July 11 meeting:

Recommendations to consider for 2008-2009

#1. Individual Committee Assignments

- A. Because there are 42+ committees with annual appointments to review at the May and July meetings, it is recommended that the VIC chair assign 5-7 committees to each VIC member. Each VIC member would be responsible for reviewing his or her assigned committees' annual individual committee

recommendations and to report on these committees to VIC at the May and July meetings.

- B. It is recommended that each VIC member receive a master calendar of their assigned committees' meeting dates reviewing the annual appointment applications; and
- C. If practical, it is recommended that each VIC member attend, either in-person or via conference call, the meetings at which the committee's appointments are reviewed (usually scheduled in March and April).

If attending the meeting is not feasible, it is recommended that before VIC's May meeting, the VIC member contact the assigned board liaison to discuss the committee's process and any issues that the VIC member had with the recommendations. If the assigned board liaison also was not able to attend this committee meeting, the VIC member should discuss any questions with the committee chair or staff director,

#2. Consent Agenda

It is recommended that all appointment items, with the exception of those with policy issues and rankings or reports by VIC, be put on the Consent Agenda. Any committee member may remove the appointment item from the Consent agenda for discussion. Committee members are requested to notify the Committee Coordinator as early as possible in advance of the meeting if they wish to remove any items from the consent agenda.

#3. Recruitment Plan

To improve outreach, the VIC subcommittee discussed whether committees should have formal recruitment plans.

Note: In 1990-1991, in response to a request from VIC's board committee predecessor to encourage outreach, the State Bar committees developed formal recruitment plans. These plans were occasionally updated after 1991, but keeping them current became cumbersome over time. After 1998, most committees preferred to update their outreach reports to the board committee in their letters to VIC during the annual appointment review. In 2003, as part of the VIC review procedure, VIC formalized this reporting practice and required committees to annually report on their outreach in the letter to VIC and in the appointment report (See page 2 of Attachment B).

To continue to encourage outreach, it is recommended that the most recent outreach reports be distributed to committees for review and updating at the beginning of the year.