Bainbridge Island Metropolitan Park & Recreation District
7666 NE High School Road
Bainbridge Island, WA 98110
206.842.2306

2021 Process & Timeline for Appointment of New Commissioner to Board Vacancy

May 26:	6:00 pm: Special Board Meeting: Agenda Item: Board Vacancy Process Action: Motion to approve.
June 1-15:	Formal publication of vacancy: 1) Ad to run in Bainbridge Review 6/4 and 6/11; 2) Post on Park District website. (Less formal avenues may also be used to provide further publicity).
June 15:	Candidates interested in serving on the Board of Commissioners must submit a relevant resume and letter of interest answering questionnaire by this date to the Human Resources Department.
June 17:	6:00 pm: Regular Board Meeting Agenda Item: Board Vacancy Update Action: Information only. List of candidates with relevant resumes and letters of interest will be distributed to the Board of Commissioners. Personnel Committee to review.
June 18-27:	Personnel Committee to review material and narrow down applicants to two or more finalists.
July 1:	6:00 pm: Regular Board Meeting Agenda Item: Determination of Finalists for Board Vacancy Action: Motion to determine finalists.
July 8:	6:00 pm: Special Board Meeting Agenda Item: Interview Finalists for Board Vacancy Action: Motion to select board replacement for commissioner position five.
July 15:	6:00 pm: Regular Board Meeting Agenda Item: Oath of Office Action: Oath of office administered for appointed commissioner.

If interested, please submit the following by June 15, 2021:

1. Relevant Resume
2. Letter of Interest (to include answers to the following questions)

- Why are you interested in this position? (200 words max)
- Please describe your experience with the Park District (as a user, user group, volunteer, program participant, special interest, etc.). (200 words max)
- What unique quality can you bring to this short-term position? (200 words max)
- Please describe community and or volunteer service experience. (200 words max, please include in relevant information on resume as well)
- What is your favorite park/program/special event and why? (50 words max)
- Can you commit to 6:00 pm meetings on the 1st and 3rd Thursdays of each month?

Send or email the above to:

Amy Swenson, Human Resources Department
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7666 NE High School Road
Bainbridge Island, WA 98110
amy@biparks.org ● 206.842.2306 ext. 123