

Advisory Council Draft

1. **We will find people by nomination** (by nomination of individual or organization) - **Yes**
2. **Composition** - 9-21 members - **Yes**
3. **Categories of members:**
 - a. Businesses
 - b. Other Commissions (Somerville Commission for Persons with Disabilities, Commission on Women, LGBTQ+ Services Coordinator Izzy Starr
 - c. Law Enforcement
 - d. Religious Organizations
 - e. Universities (Tufts, Harvard, MIT, Lesley); BHCC - connect to somerville with SHS and SHS and Welcome Project for EOSL (english as a second language classes) classes
 - f. Nonprofits / Service Providers
 - g. Healthcare / Mental Health specialists
 - h. Youth organization / Schools (Teen Empowerment)
 - i. Unions / Labor organizations
Representative by lived experience and identity, by race, immigrant status, gender/gender identity, sexual orientation, socioeconomic status, disability status, etc.
1. **Stipend** Yes/No
 1. Maybe \$50/meeting - \$200 per year per person; \$4200 for the full year (check budget) or \$2100 if we meet semi-annually
2. **Meeting frequency**
 1. Aim for Quarterly meetings if we can afford them, else semi-annual; consider diff cadence based on availability
 2. Meet with the HRC - one sitting member of the HRC must be present at meetings
3. **Role of the Advisory Council**
 1. Review the goals of the HRC on a semi-annual basis
 2. Bring forth priorities that the HRC should consider
 3. Taking on volunteer tasks on behalf of the HRC - e.g., Social media, writing, content generation/creator, fundraising, organizing fundraising events, offering in-kind donations, co-hosting
 4. Speaking on behalf of /advocating on behalf of the HRC in the community; elevating the profile of the HRC at events

Process for Finding Candidates, Getting Nominations & Filling Seats

1. Outreach materials

- a. Describe the profile of an ideal advisory council member
- b. Document the nomination / application process
- c. Deadline for nominations
- d. Describe the selection process - interview, who interviews, who chooses, when will we decide, etc.
 - i. Commissioners interview - decide who is on the interview panel
 - ii. Determine whether it needs to be a public meeting, will it be a main meeting or a designated interview meeting?

2. Marketing

- a. Tabling at farmer's markets
 - b. Digital advertising
 - c. Networking / Direct outreach to candidate organizations
3. Review applications - set timeframe
 4. Schedule interviews - set timeframe
 5. Make final decisions
 6. Schedule our first Advisory Board meeting, elect a chair