



CITY OF SOMERVILLE, MASSACHUSETTS
KATJANA BALLANTYNE
MAYOR

**Working with the Mayor's Appointments Advisory Committee to Fill a
Vacancy on your Board, Commission or Committee**

The Mayor's Appointments Advisory Committee (AAC) is a five-person body established to make nonpartisan, informed recommendations for appointments to Somerville boards and commissions that serve a regulatory or decision-making role in the City.

The following boards and commissions fall under the jurisdiction of the AAC:

1. Affordable Housing Trust Fund
2. Board of Health
3. Condominium Review Board
4. Conservation Commission
5. Design Review Committee
6. Ethics Commission
7. Historic Preservation Commission
8. Housing Authority Board
9. Job Creation and Retention Trust Board
10. Licensing Commission
11. Planning Board
12. Redevelopment Authority
13. Traffic Commission
14. Zoning Board of Appeals

The AAC has five members:

- Anthony Adam
- Crystal Huff
- Toni Czekanski
- Diana Cai
- Liliane Paiva

Their staff person is Sara Balaguer

AAC Review Process

When you have a vacancy on one of these boards/commissions, the process for filling the position will be as follows:

1. Notify Staff of the vacancy so they can alert the AAC members.
2. Department works with Comms to get the vacancy publicized to seek qualified candidates.
3. At the close of the recruitment period, Department submits the following documents to Staff for the AAC to review prior to interviewing:



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- a. PDFs of all candidate applications/documents (letter of interest, resume, etc.)
 - b. Vacancy posting
 - c. Job description for the position if available
 - d. Description of the background of existing members
 - e. Description of the board/commission and their authority including the enabling legislation and link to the board/commission webpage and meeting minutes
 - f. Recent annual reports or other publications from the board/commission
 - g. Brief memo detailing requirements for eligibility, desired skills/experience, and needs of the board/commission, proposed questions specific to the board/commission.
4. AAC will review background materials and applications then select finalists to interview. The AAC conducts blind application reviews.
5. AAC will recommend two candidates per vacant seat to the Mayor for appointment
6. Mayor will put forward one name for appointment to the City Council
7. Department will support the candidate through the appointment process with the City Council

This process is only for new appointments to fill vacancies. The AAC does not play a role in re-appointments.

Because the AAC cannot answer specific questions candidates have about the necessary commitments for board/commission members or about the responsibilities of the board/commission, the AAC staff person will direct all questions to the board/commission staff.

Requirements for Vacancy Posting

When posting the vacancy, please let people know the applications will be reviewed by the AAC and they will be notified if they are selected as a finalist. You can also point them to the AAC's webpage: <https://www.somervillema.gov/departments/about-appointments-advisory-committee>

The City of Somerville has a goal of diversifying its boards and commissions. Your outreach strategy will influence the diversity of candidates you attract. Communications can work with you to help get the word out through:

- Sending out a press release letting the community know about the open position
- Posting the position on <https://www.somervillema.gov/besomerville>
- Posting the vacancy on social media, including the SomerViva feeds

There are other ways you can get the word out about your vacancy, including:

- Asking HR to share the release with their community partners
- Sharing the press release with community groups working on related issues and asking them to distribute it to their mailing lists



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- Share the release with local professional organizations related to the vacancy
- Asking the City Councilors to share the release with their constituents
- Sharing flyers with application information at community events and meetings
- Putting up flyers in prominent places around the City
- Encouraging individuals you know who you think would be interested in the position to apply
- You can also hold an information session to help perspective applicants get a better understanding of what your board/commission does and what would be expected of them as members.