



## MEMORANDUM

FROM: Heidi Leatherwood, Deputy City Clerk  
 DATE: November 13, 2018  
 SUBJECT: 2019 Annual Recruitment Timeline

### Approved 2019 Annual Recruitment Timeline for Boards and Commissions

Wednesday, January 2	Begin Recruitment (10 a.m.) (6 weeks)
Friday, February 15	Application Deadline (5 p.m.)
Week of February 18	Process Applications
Friday, February 22	Applications forwarded to Council
Monday, February 25	Applications forwarded to Board Secretaries to distribute to Board Members and Staff Liaisons
Tuesday, February 26	Reminder Notice of Interview Day/Times To Applicants
Thursday, March 7	Group Interviews (6-9 p.m.) Council Chambers
Tuesday, March 12	Group Interviews (6-9 p.m.) Council Chambers
Thursday, March 14	Group Interviews (6-9 p.m.) Council Chambers
Tuesday, March 19	Formal Appointments at Council Meeting Council Chambers
Thursday, April 11	Orientation for New Appointees presented by the City Attorney's Office
TBD	2019 Boards and Commissions Reception