



# BOARD OF DIRECTORS COMMITTEE APPOINTMENT PROCESS

AP #3003

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Each July, the Executive Director will review and update the SSCCC internal and external committee spreadsheet. No later than August, staff will send out an announcement to the listserv, post on the website, include in the SSCCC newsletter, and send out via social media seeking appointments from students at large. The SSCCC Executive Director will acknowledge receipt of the application along with information about next steps in the appointment process and timeline.

Any student interested in serving as an SSCCC representative on an external committee must submit an application in order to be considered.

## **Internal Committees**

During orientation each July, the SSCCC board will discuss the internal and external committee requirements. SSCCC board members are required to serve on at least two internal committees. Board members should consider their other responsibilities and school requirements as they think about which committees to serve on. The Vice President will work with each Board member to ensure they are assigned to two internal committees throughout the year. Care will be taken to ensure that no committee has too many representatives to ensure the Brown Act is not violated. All internal committee appointments are subject to approval by the SSCCC President and will be included on the Board of Directors agenda as information

## **External Committees**

Throughout the year, the SSCCC President in collaboration with the Executive Director will appoint individuals to serve on external committees from the applications submitted using the criteria below.

### Criteria for appointment

- Any currently enrolled California Community College student;
- Diversity\* (i.e., ethnicity, age, regional); and
- Location (e.g., regional representation).

\*The diversity criterion is included because the SSCCC is dedicated to providing all students an opportunity to serve on external committees. However, diversity is not the only criteria that will be used in determining who will be appointed to each committee. The SSCCC will work to ensure that the work of the SSCCC is balanced.

All external committee appointments are subject to approval by the SSCCC President. However, a list of all appointments will be regularly included as information on the SSCCC board agenda. The Executive Director will notify

individuals of their appointment once they are approved by the president to serve on an external committee.

Non-SSCCC Board members selected to serve on an external committee will be paid a stipend per meeting based on SSSCCC Budget allocation and only after submitting a report of the meeting no later than 15 days after the meeting. If no report has been submitted within 15 days from the meeting, no stipend will be provided.

Terms: Individuals may only serve one year on an external committee unless reappointed by the SSSCCC President for one more term. No individual can serve for more than two terms on an external committee.

Forms: > [Application Link](#) > [Report Link](#)

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Approved by the Board of Directors September 14, 2019

Approved by the Board of Directors February 13, 2021

Approved by the Board of Directors June 12, 2021