

### **Phase 1**

1. Candidate contacts AAAPP expressing interest in serving as a Board Member or a candidate is recommended to AAAPP to serve as a Board Member.
2. Executive Director invites candidate to complete application and conflict of interest form.
3. Executive Director does general background check (social media and Google Search, including Clerk of Court Public Records for Pasco-Pinellas counties)
4. Candidate is invited to come to the AAAPP offices for an interview.
5. Executive Director informs the Chair of the Membership and Nominating Committee regarding any adverse information discovered during interview, general background check or review of application and/or conflict of interest form.
6. If decision is not to proceed with the candidate, then Executive Director contacts candidate, thanks them for their interest, but indicates they are not a fit at the present time.
7. If the decision is to further engage with the candidate, then proceed to Phase 2.

### **Phase 2** (if there is a vacancy on the board)

1. If there is a vacancy on the Board that the candidate might fill, then a Membership and Nominating Committee meeting will be called and the candidate's information presented to committee members for their review and deliberation.
2. If feasible, at least two candidates should be presented for every one vacancy to provide choice and diversity of selection to committee members.
3. The Membership and Nominating Committee will make a recommendation of one candidate to the full Board at their next available meeting.
4. Following the Committee Meeting, the Executive Director will contact those candidates whose names were under consideration as to their status.
5. The full Board will have the final decision on appointment of the candidate with a designated effective date and term of office.

### **Phase 3** (if there is no vacancy on the board)

1. If a candidate is not selected during Phase 2, they can be asked if they would consider a position on the AAAPP Advisory Council if or when there is a vacancy and if the candidate is eligible and interested.
2. If there is no vacancy on the board following the completion of Phase 1, the candidate can be asked if they would consider a position on the AAAPP Advisory Council at the time there is a vacancy and the candidate is eligible and interested.
3. In both cases of candidates addressed in #1 or #2 of Phase 3, they will be informed that their applications will be pending until such time as a vacancy occurs on the Board for which they are eligible and interested.