

Advisory Committee Application Process RACI Matrix

R - Responsible
A - Accountable
C - Consulted
I - Informed

	Applicant	Clerk	Organizational Excellence Committee (OEC)	Board Liaison	Staff Liaison	Committee Chair	Scripted Automation	Board	Board Chair
Application									
Applicant submits their application via Google Forms	A	I							
Automated notification sent to Clerk email			A				R		
Clerk acknowledges receipt and sends template email of next steps/process	I	R	A						
Clerk documents sending of acknowledgement in the application spreadsheet		R	A						
Clerk creates a .pdf of the application by viewing the individual response and files the .pdf		R	A						
Clerk forwards the .pdf to the Committee Chair, Staff liaison, Board liaison, and OEC		R	A	I	I	I			
Review									
Committee Chair reviews the application and consults with the staff liaison and Board liaison			A	C	C	R			
Committee Chair reaches out to the applicant and sends relevant information	I		A			R			
The committee Chair, staff liaison, and Board liaison consense on appointment			A	C	C	R			
The Board liaison forwards the recommendation to the Operational Excellence Committee.			AI	R					
The Clerk documents the recommendation		R	A						
The Operational Excellence Committee members reach consensus on appointment	I		AR						
The Operational Excellence Committee informs the Clerk of the consensus recommendation		I	AR						
The Clerk documents the recommendation in the application spreadsheet		R	A						
Action									
<i>If the recommendation is appointment</i>									
The Operational Excellence Committee creates a memo with the recommendation			AR						
The Operational Excellence Committee places the memo on the consent calendar			AR					I	

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The Board approves the appointment			A					R	
The Clerk documents the approval in the application spreadsheet		R	A						
The Board liaison informs the applicant and committee Chair of the appointment	I		A	R		I			
<i>If the recommendation is not to appoint</i>									
The Operational Excellence Committee contacts the Board Chair			A						I
The Board liaison contacts the applicant to inform them they are not being appointed	I	I	A	R					
The Clerk documents the denial in the application spreadsheet		R	A						