



## Appointments Project™

### Step 1

Jane Doe fills out the Appointments Project™ online interest form: <http://www.womens-foundation.org/a-p/> (takes less than 2 minutes)

### Step 2

Jane Doe receives a message from the Appointments Project™ to review a list of openings on publicly appointed city, county, or state level boards. Jane can ask questions about specific boards and if requested, meet with an Appointments Project™ team member.

### Step 3

Jane Doe identifies a board and submits a resume to the Appointments Project™. The Appointments Project™ does not conduct a background search on interested applicants.

### Step 4

The Appointments Project™ provides Jane Doe's resume to the board or commission staff representative. Jane Doe receives a confirmation email from the Appointments Project™ that her resume has been shared with the appropriate official for review.

### Step 5

This step varies from project to project; but generally, the board or commission staff representative works directly with the applicant on required forms. In some instances, the board or commission staff representative shares required forms with the Appointments Project™ in advance, and we share the required forms with applicants.

### Step 6

The Appointments Project™ tracks applicant's submissions and waits to hear whether an appointment has been made. In some instances, such as state level appointments, our team advises and educates applicants on the appointments process by preparing them for executive office interviews, meetings with policymakers, and the confirmation hearing.

### Step 7

Once appointed, the Appointments Project™ drafts a press release and prepares social media to celebrate the applicant's successful appointment. We publicly commend the elected official for working to increase the number of women serving on publicly appointed boards and commissions through the Appointments Project™.

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