

## **TRUSTEE VACANCY POSTING PROCEDURE & POLICY**

Periodically there are openings for Library Trustee positions when an unplanned resignation occurs. There are 5 elected Trustees and 3 Alternate positions allowed by RSA 669:75.

### **POSTING**

The position vacancies will be identified by title and term. Vacancies are open to all Atkinson residents.

The vacancy posting will be placed in the Town Hall and Library lobby.

A three-week response time will be identified.

**Applicants** will submit a letter or email expressing interest plus a one-page resume.

The materials will be submitted to the Library Director [director@kimballlibrary.com](mailto:director@kimballlibrary.com) within the timeframe allowed.

The applications will be forward to the Trustees **for** review.

The Trustee Chair will appoint a committee to review the applications.

**NOMINATION:** All Trustee and Alternate Trustee openings are first selected and recommended by the Trustees. Alternate Trustees are appointed to one-year terms.

**APPOINTMENTS** of Trustees and Alternate Trustees are made by the Board of Selectmen, the appointing authority for the term allowed.