

Procedure for Mid-Term Replacements of HCC members

Make a Volunteer Job Description.

- Use the template and alter as needed.
- Post on the website with specific instructions on who to contact.
- Direct people to this description in advertising.

Advertise the Position.

- In the **newspaper** through letters to the editor in both the Queen City News and the Independent Record.
- Write the news of the vacancy in the regular HCC column in the IR.
- Take an ad out if necessary.

- Post the vacancy with the appropriate description/application on the **website**.

- Announce the vacancy on the monthly HCC **HCTV show**.
- Announce the vacancy during the HCC report to the commission so it is televised and listed in the minutes.

- Encourage HCC members of that district and others to **tell their friends** and neighbors about the position.
- Bring up the vacancy at any social events where interested people may be present (HCC Christmas party, etc.)