



Appendix B

Selection Committee Recruitment and Application

This is an example of a recruitment and application document for finding volunteer community selection committee members. It can easily be made into a Google form and shared widely across your community. We recommend that you provide as many details (time commitment, project background, purpose of committee) as possible when recruiting.

Recruitment for Volunteer Selection Committee for Local Farmland Buy-Protect-Sell Program

About: Jefferson Land Trust works with the community to preserve open space, working lands, and habitat forever. By using a variety of tools designed to protect agricultural land and promote community resilience, we seek to keep local farms in production and to create access to more affordable farmland ownership.

An exciting opportunity for purchasing a protected piece of farmland in Chimacum will be publicly advertised and available for farmers later in 2024. The 47-acre property in Beaver Valley is currently owned by Jefferson Land Trust (purchased with a loan from Washington State Housing Finance Commission's *Farm Protection and Affordability Investment* program) and will be sold at its reduced appraised value once it is protected with a permanent conservation easement (funded by WA State's Conservation Commission). This process is called "Buy-Protect-Sell" (BPS).

The Process: Jefferson Land Trust would like the selection of the next buyer of this farm to be made with the guidance of the eastern Jefferson and Clallam county community. A Selection Committee of 7 or 9 people will be recruited throughout August and begin working together in mid-September to refine the selection criteria, help spread the word about the purchase opportunity, review interested buyer pre-applications, review full farm proposals, and then interview finalists. We anticipate the Selection Committee will meet sporadically from September 2024-March 2025 through both in-person and virtual meetings (see schedule below) with occasional work in between meetings, for an estimated total commitment of 30 hours over 7 months.

We seek to recruit a Selection Committee that includes:

- [Historically Underserved Farmers & Ranchers](#) as defined by the USDA
- An experienced Olympic Peninsula farmer
- An experienced small business owner or project manager experienced at evaluating the financial feasibility of budgets and business projections
- Agricultural service providers
- Food system workers

The committee will be facilitated by Jefferson Land Trust staff and information will be shared via email as well as at in-person and virtual meetings.

Membership on the Selection Committee is a volunteer role, and Jefferson Land Trust recognizes that there can be financial barriers to volunteering, as well as emotional labor related to the committee's work. To address these barriers and increase broader volunteer participation that's representative of the communities with which we work, Jefferson Land Trust has the [Equity and Access Fund](#) available. If you're interested in applying to be on this committee, please review the stipends and reimbursements available through the Equity and Access Fund.

- 1) Name *[5 words]*
- 2) Location *[5 words]*
- 3) Profession or special interest you would represent *[20 words]*
- 4) Do you identify as a [Historically Underserved Farmer or Rancher as defined by the USDA](#)? If so, how? . *[30 words]*
- 5) Why do you want to be part of this Selection Committee? *[100 words]*
- 6) What experience, qualities, or skills would you bring to this process that would benefit this locally-driven Buy-Protect-Sell program? *[100 words]*
- 7) The desire and ability to show up for a mix of in-person and virtual meetings over the course of several months is a requirement of being part of this selection committee. Are you able to commit to (and prioritize scheduling for) these following meeting times and dates?
 - a) Thursday September 12th, 6:30-8pm - First meeting
 - b) Wednesday September 18, 6:30-8pm - Adopt documents to be publicized
 - c) *[Optional]* In-person Information Session, Wednesday October 2nd 6:30-8pm
 - d) *[Optional]* Virtual Information Session, recorded October 3rd in the afternoon
 - e) *November 4-17, Individually review all pre applications*
 - f) Monday November 18, 4-5:30pm - Select pre-applications to move on to next round
 - g) *[Optional]* Saturday December 7 - Final applicants site visit tour
 - h) *February 17- March 9, 2025 Individually review proposals*
 - i) Monday March 10, 2025, 4-5:30pm - Discuss & select proposals for interview

- j) Thursday March 13, 2025, 4-5:30pm - If needed, an additional meeting to discuss & select proposals for interview)
 - k) Friday March 21, all day - Interviews
 - l) Tuesday March 25, 4-5:30pm - Select farm buyer
- 8) Do you have any real or perceived conflicts of interest if you were to serve on this selection committee? This includes whether you personally (including family members) stand to benefit from the outcome of this committee's decision. Signing a Conflict of Interest form will be a requirement of participating in the committee. [25 words]
- 9) Have you read the entire introduction and background of the Buy-Protect-Sell Selection Committee at the top of this page and are you prepared to commit to the committee and process? [Y/N]

If you have disabilities that would require alternative means for communication or attendance as part of this committee, please reach out at least two weeks prior to the meeting.

Questions? Please contact Blaise Sullivan, Conservation Project Manager with Jefferson Land Trust at [REDACTED]

The BPS Planning Committee put together this recruitment and includes:

Richard Tucker, Executive Director

Sarah Spaeth, Director of Conservation & Strategic Development

Blaise Sullivan, Conservation Project Manager

Ben Wilson, Board Member

Kellie Henwood, WSU Jefferson County Extension, Regional Small Farms Program