

## The Appointments Process for State Boards or Commissions\*

**Determine which Board(s) or Commission(s) on which you would like to serve.** The Office of the Governor posts a list of state boards, commissions and authorities on its web site:

<http://www.state.nj.us/governor/admin/bca.html>. You can also consult the *Manual of the Legislature of New Jersey* published annually by Skinder-Strauss, Associates at your local library. The manual is also referred to as *Fitzgerald's* and/or the *Legislative Manual*. Each department of state government has affiliated boards and commissions. There are also operational commissions, governor's commissions, study commissions and various authorities that have appointed positions.

**Contact the Appointments Office** to determine if there are openings on the board(s) in which you have an interest. You may visit the office online <http://www.state.nj.us/governor/admin/bca.html>, call 609-777-0251, or write to:

Office of Appointments  
PO Box 001  
Trenton, NJ 08625

**Lead from a position of strength.** The most effective way to request an appointment from the Governor is to have strong letters of recommendation. For example, your State Senator, Assembly members, Freeholders, the chairperson of your county's political party, prominent business leaders, non-profit leaders, members of your own profession with a prominent name within the community, or even the leader of a professional or community group with which you are active.

Ask your supporter(s) to **write a letter on your behalf**, recommending you for a specific Board/Commission and outlining what makes you a top candidate for this board.

**Follow-up** with the appointments office to make sure your materials and letters of reference were received.

There are three (3) **types of appointments**:

**Approval Appointments** are made by the Department Commissioners and must be confirmed by the Governor.

**Direct Appointments** are made directly by the Governor and can be made at any time.

**Advise and Consent Appointments** are made by the Governor but must be confirmed by the Senate.

If you are nominated by the Governor, your nomination will be submitted to the Senate Judiciary Committee for review. You will receive a questionnaire which must be completed and returned to the committee. You will need to procure **sign-off** on your candidacy from all of the State Senators in your district. If you have received all sign-offs and the Judiciary recommends your candidacy to the full Senate, your nomination will be presented for a vote at a Senate voting session. If you receive confirmation from the Senate, you will begin service on the board.

If you are not appointed by the Governor for your particular board of interest, follow-up with the Appointments Office to discuss your areas of interest so you may be considered for other Boards or Commissions.

\*Adapted from Governor's Conference (2004) handout for use at Ready to Run™ 2013.