

## John M. Scott Health Care Commission Recruiting and Application Packet

Please review these documents before applying to familiarize yourself with the Trust and Commission.

### ABOUT JOHN M. SCOTT

See the related pages on the City of Bloomington [website](#) including the [Charlotte Ann Perry Scott Biography](#).

### LEGAL DOCUMENTS

The Commission has a duty to ensure fidelity to the original benefactors' wishes for how Trust funds are used. In order to do this, it's important for all Commissioners to understand the Scott's intent, and be familiar with the court-approved Declaration of Trust.

1. Read this short [excerpt from John M. Scott's original will](#).
2. Read the [Original Declaration of Trust](#), which was revised several years ago when we transitioned to an all grants program.
3. Next, read the [Amended Declaration of Trust](#), which currently governs the Commission and the related [Court Order Approving Amended Declaration](#).

### COMMISSION DOCUMENTS

An appointment to the Commission is an honor and commitment. It's important for applicants to understand the responsibilities of being a Commission and to ensure you will be able to meet these commitments during your appointed term.

1. Read our [by-laws](#).
2. Be sure you have the capacity to adhere to the Attendance Policy.
3. Review the current [Commission Membership](#) to familiarize yourself with the various backgrounds and skill sets that are represented.
4. All commissioners are assigned to one of two subcommittees based on skills and preference. See the [Finance Committee](#) and the [Grants Committee](#) Policies and Procedures.
5. Review recent minutes to familiarize yourself with the annual cycle and regular agenda items. Minutes are regularly added to the website and organized by year.
6. Read press releases on the website.

### THE GRANTS PROGRAM

The biggest task of the Commission is overseeing a large grants program.

1. See the Grants page on the [website](#) for recent RFPs and timelines.
2. Read the most recent RFP to get a feel for what type of grants we invite and to understand active priorities.
3. Review the [Resources and Suggested Reading](#) list, which includes the research and best practices upon which our unique grant program is based.
4. Familiarize yourself with the [grant history](#). (You'll be asked to disclose conflicts of interest, but also, take note of the kind of agencies and programs we fund. Get to know them by visiting their websites.)

### APPLICATION PROCESS

All three forms below must be completed before the Nominating Committee will consider your application.

1. Fill out the City's required application for all Boards and Commissions. Request the blank form by emailing [jms@cityblm.org](mailto:jms@cityblm.org). Return the completed form to this same email once finished.
2. Complete the [diversity and skill assessment](#).
3. The nominating committee will notify you of the status of your application after receiving both forms.
4. The Trustee (City Council) must approve your nomination before your official term begins. A conflict of interest disclosure and confidentiality agreement is required before you assume active service as a voting member of the Commission. Staff will provide you with this form after your appointment.

### Staff Contact Information

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