

Procedure for resignation from the AGIC

Members who need to resign mid-term, due to move or personal reasons, should:

1. Notify the Governor's Office of Boards and Commissions with a letter of resignation.

Members resigning after normal term, should:

1. Notify the Governor's Office of Boards and Commissions with a letter of resignation.

Note: Members willing to serve again must re-apply, and are not required to first resign.

Procedure for AGIC application to AZ Boards and Commissions (new or continuing membership)

1. Update resume
 - a. Include current date. Resumes over 6 months old will not be considered for appointment
 - b. Show most current employment, and contact information
 - c. Scan for political red-flags, remove if nonessential (e.g. Hobbies and Interests)
 - d. Save resume in Word or PDF format
2. Register to vote
 - a. This is absolutely necessary for consideration
 - b. Party affiliation is only important for Private Sector council representative
 - c. Republican, Democrat, and Independent voters are expected, and the GO likes to show some balance.
 - i. Expect additional scrutiny/suspicion if you are registered with a more extreme party (e.g. Arizona Communist Party)
3. Take Standards of Conduct Trainings (New Members)
 - a. If representing state agencies, check to verify that you have taken LAW1000 – CBT
 - i. Login to: http://www.hr.az.gov/State_Employee/ (YES)
 - ii. Under Employee Services > Employee Training:
 1. Check Training History
 2. Course name is 'Standards of Conduct for State Employees'
 3. If it *Does NOT* show up as being completed, you will need to register and take course.
 - a. Registration 'By Category'
 - i. Category 'AZ Learning Center Courses'
 - ii. Sort course listings by course number
 - iii. Select LAW1000
 - a. Passing score of 70% required
 - b. Testing may be done before, or after, reading course materials.
 - b. If representing other organizations (beside state agency), you will eventually need to pass the Boards and Commissions Office Conduct course. This is not required prior to appointment, only afterward, but you can get it done early.
 - i. Go to <http://azgovernor.gov/bc/>
 - ii. In far right column, click on 'Public Service Orientation'
 1. Passing score of 70% required
 2. Testing may be done before, or after, reading course materials.
4. Apply for membership on the Council
 - a. Go to <http://azgovernor.gov/bc/>
 - b. In middle column, click on 'Apply'
 - c. Read directions for Application and Resume

Note: A current application and resume are required both for initial appointment or reappointment consideration.

- d. Fill out all required items (indicated with an asterisk)
- e. Consider adding References from a recognized business/company/agency, and who you assume to be politically non-controversial.
- f. Add electronic signature, with captcha validation
- g. Submit
 - i. Confirmation screen pops up.
 1. Print for your record
 - ii. *RESUME SUBMISSION* instructions
 1. Click 'submit your resume'
 - a. Browse to local file
 - b. Attach
 - c. Submit