



TITLE: Town Poet Laureate Selection

POLICY NUMBER: 2-06

EFFECTIVE DATE: 12/05/2017

PAGES: 2

ENABLING ACTIONS:

REVISED DATES:

APPROVED:

PURPOSE

The purpose of this policy is to provide the guidelines for selection and appointment of the Town Poet Laureate as well as to outline the expectations of the position.

SCOPE

This Policy applies to the Poet Laureate Selection Committee and Town Poet Laureate.

POLICY

Overview

The Town Poet Laureate is an honorary position selected by the Poet Laureate Selection Committee through a competitive process and appointed by Town Council. Originally established by Town Council in 2010 to promote the building of the new Library, the Poet Laureate actively works to promote poetry and literature in the Town of Los Gatos. The position is voluntary and does not receive monetary compensation, expense reimbursement, or benefits from the Town. The Library Director serves as the liaison for the Town Poet Laureate.

Selection

The Selection Committee meets in the fall of the year preceding the appointment of a new Poet Laureate and is responsible for advertising the position, producing and distributing applications, setting application deadlines, reviewing applications, and interviewing the top three candidates. The Selection Committee forwards its selection to the Town Council for official appointment by November of the year preceding the beginning of the new Poet Laureate's tenure.

The Poet Laureate Selection Committee will be comprised of three members to include:

- Town Mayor
- One Member of the Library Board
- One Member of the Arts and Culture Committee

The Library Director is the administrator/liaison of the Committee and may serve as alternate in the event that one member of the Selection Committee cannot serve.

Qualifications and Expectations of the Town Poet Laureate

Qualifications for the position of Poet Laureate:

- Los Gatos resident
- At least 18 years old
- Have had poetry published or been recognized for contributions to poetry or other literature

Term:

- The Poet Laureate is appointed for a three-year term commencing on January 1st of the first year and concluding on December 31st of the third year.
- Should the Poet Laureate need to resign from the position for any reason, notice shall be provided to the Library Director in writing. The Selection Committee would convene in the fall of the year of the resignation to select a new Poet Laureate to begin the following January.

Expectations for the position of Poet Laureate:

- Plan and present an annual poetry program of the Poet Laureate's design at the Library
- Annual participation in a Town event
- Annual outreach and/or program promoting poetry in a local school
- Represent the Town through original poetry
- Present a poem at a Town Council meeting during the April Poetry Month
- Submit a collection of poetry produced during the Poet Laureate's tenure to the Library Archives at the completion of their term

APPROVED AS TO FORM:



Robert Schultz, Town Attorney