

Memorandum

To: Nomination Committee Chair

From: Chairman of the Board

Re: Qualifications of the Board Members

Let me address your responsibilities as the nominating committee. The bylaws state that you are to identify, evaluate and recommend qualified candidates to serve on our Board. As chairman I take that responsibility very seriously; your input will effect our organization in the short and (very) long term.

Here are the **minimum qualifications** I am asking that you consider before we nominate anyone to serve on our Board.

- ☐ Unyielding commitment to make our association the absolute best for serving our members.
- ☐ Ability to work as a team member, accept compromise and to support all decisions of the board.
- ☐ Dedication to really achieve the goals set in our mission, bylaws and strategic plan¹.
- ☐ The resources, time and employer support (if applicable) to be fully engaged in the business of our association by attending meetings, accepting committee appointments, contributing to our efforts, etc.
- ☐ Willingness to disclose any potential or perceived conflicts of interest and a commitment that the association is where his or her loyalty lies.
- ☐ Experienced leadership and the ability to think strategically.

The **personal characteristics** I want you to consider include:

- ☐ Enthusiasm to serve and promote our association
- ☐ Flexibility in scheduling, thinking and acceptance of ideas.
- ☐ Integrity and a noticeable passion for excellence.
- ☐ Entrepreneurial spirit and understanding the finances of a business.
- ☐ Genuine passion for our mission and members.
- ☐ Accountability for follow-through on projects and personal responsibility.

¹ Be sure you have a copy of our mission statement, bylaws, strategic plan and conflict of interest form with you when you approach prospective board candidates.