

Board Development Committee

Nomination Process

1. Review current board member's status.
 - a. List all members whose terms are to expire
 - b. Contact each member and document their intentions for reelection, rotating off, etc.
2. Evaluation of existing board composition.
 - a. Assess skill sets currently covered, and list those gaps in the make-up of the current board
 - b. List desired skill sets from new prospects
 - c. Brainstorm areas where these ideal prospects could be recruited (i.e. associations, chambers, professionals, etc.)
3. Actively seek out members who would meet and address the desired skill sets necessary for a highly effective board.
4. Once a candidate has been identified, one member of the Nominating Committee (aka Board Development Committee) will be assigned to contact the candidate to inquire if they are interested in the position. Each nominee will be informed of the process, and will understand that this is *just* a nomination. There is no guarantee of election.
5. All interested candidates will receive a letter/packet from the Board Development Committee that includes:
 - a. Letter from the Board President & Executive Director that explains the process
 - b. The history & mission of the organization.
 - c. Programs & historical overview
 - d. Organizational charts (staff, board & committee)
 - e. Summary of current strategic plan
 - f. Board member job descriptions and commitment form
 - g. Copy of the bylaws and articles of incorporation
 - h. Current rosters of board, staff and committees
 - i. Board calendar/schedule of meeting dates
 - j. Volunteer application
 - k. Conflict of interest form
6. If after review of the information, the candidate is interested in being nominated, he/she will complete the Volunteer Application and return it with a resume/biography to the Executive Director.

7. The Development Committee will perform in-person, face to face, interviews of all candidates.
8. After all interviews are complete, the Development Committee will create a slate of nominees and their recommendations.
9. The Board Development Committee will also review the composition of the Executive Committee and prepare nominations for officer positions as part of the slate.
10. During a meeting of the Full Board of Directors in which a quorum is present, 2/3 of the voting members will be required to elect each nominee.
11. During the same meeting, all newly elected candidates will be assigned to an existing board member as a “board buddy”. This member will be responsible for meeting and “orientating” the new candidate to the board on a social level. They should plan to meet with the new candidate at least once before the first full board meeting (i.e.: lunch, agency tour, chamber mixer, etc.)
12. After the election is complete, the Board President (or other delegate from the Development Committee) will contact each of the candidates with the results from the election. He/she will also inform new members of their “Board Buddy”.
13. The Executive Director will prepare a notebook for each new member.
14. The staff will update:
 - a. All print materials that list board members (newsletters, letterhead, brochures, etc.)
 - b. Web site
 - c. Board roster (and distribute to the rest of the board)
 - d. All e-mail distribution lists
15. The staff will prepare and distribute a press release to the media announcing the appointment of the new members.
16. All new members will be required to attend a volunteer orientation class.
17. The Board President will contact each member within the first two months of membership to discuss committee placement.

Nomination Process - Sample 4-11
Adaptation used with permission.