



## Better Board Recruitment

### A Dozen Key Documents

## What does the Nominating Committee Do? Who should serve? Job Description

1. Overview: What does the Nominating Committee do?
  - a. Role is often spelled out in bylaws.
  - b. If not in bylaws, create the committee as a standing committee.
  - c. Most important committee, focuses on the future (2-5 years) of the organization.

From the NMSC sample bylaws: Nominations to the Board shall be made by the Nominating Committee appointed by the Board and shall be set forth in the notice of the annual meeting. The Nominations Committee shall consist of not less than three (3) members and shall have as chairperson a member of the Board of Directors of the Program who shall be responsible for directing and coordinating the affairs of the committee. The terms of the committees shall be for one year commencing at the time of the annual membership meeting.

2. How many people should serve on the Nominating Committee?
  - a. Three to five people
    - i. Ideal candidates for the Nominating Committee
      1. Most recent past Board President
      2. Current volunteer but not board members
      3. A merchant or property owner with good relationships with the organization
      4. A representative from a partner organization you want to cultivate.
      5. Former committee member or chair
      6. Executive Director is ex officio to this committee.
      7. Current Board President

### 3. Nominating Committee Job description

The Nominating Committee will have between 3-5 members, appointed by the Board President or the Board of Directors as noted in the bylaws. The Board President will serve as the Nominating Committee chair. Nominating Committee members will review the organization's current approved work plan and budget, Strategic or Long-range Plan, and annual report to understand the future direction of the organization.

The Nominating Committee will meet at least quarterly and meet jointly with the Executive Committee once a year, to review the current and future needs of the organization.

The Nominating Committee members will seek possible candidates from the volunteers currently involved with the organization and ask Board members and committee chairs for advice about possible candidates to solicit.

Committee members will share the Board application form and the Board commitment document with every possible candidate and encourage all to apply.

The Nominating Committee will use a board matrix form to identify skills and talents needed, and vet the individual candidates based on their applications and the needs of the organization.

The committee will rank possible candidates and supply the list to the Board President when any vacancy occurs throughout the year and at least two months in advance of the annual meeting.

Nominating Committee members should be careful not to give the impression that they are making offers of board service to any candidate.

The Committee will provide board orientation and/or board training in consultation with the Executive Director.

The Nominating Committee will provide a "board buddy" --a more experienced board member, to each new board member to help the new board member understand current and past issues on the board, so the new board member can contribute quickly to board discussions.

The Nominating Committee's most important job is to identify possible candidates for board service. The Board of Directors will decide on the slate of candidates to be placed for Nomination and election.