

## ***Nominations Committee***

### **Objective:**

Prior to seeking nominations, the board secretary should give the committee a membership list, a copy of the bylaws, a description of board member duties, and requirements.

The first step for the nominating committee is to evaluate current board members to assess whether they are performing satisfactorily. This will focus primarily on the following: attendance at board meetings, participation in committees, and compliance with the “give or get” financial contribution. Additional input can be used in the nomination review before a recommendation is reached. Evaluations may be performed by the full committee or a subset of the nominating committee.

The second step for the nominating committee is to receive recommendations for new board members from management or current board members. The nominating committee should review the **resumes** of potential candidates, assessing their skills and experience to determine if they meet qualifications for the position. In reviewing candidate profiles, the committee should also consider criteria that includes:

- Proven leadership
- Previous board experience
- Knowledge and experience
- Diversity-including age, gender, ethnicity, race, disabilities, geography
- Experience with large and complex organizations
- Current or prior CEO, COO, or CFO level experience
- Skill set including finance, legal, auditing, government affairs, public relations, community experience, and knowledge of the organizations

The third step for the nominating committee is to give a list of candidates to the full committee for discussion and review.

The committee then makes contact with each candidate to make an assessment for a high level of personal and professional integrity, as well as to assess their level of commitment to the organization, and availability. This is often done by assigning one member of the nominating committee to one candidate, who will bring a candidate summary with recommendations back to the full committee. Additional interviews by the nominating committee and the CEO may be necessary to ensure due diligence. Additional interviews may be conducted with the assistance of a third party.

The committee forms a final slate of recommended candidates to the full board for formal approval. Nominees should not be present at this meeting to allow for open discussion by the board.

### **Membership:**

The Nominations committee will be comprised of at least 3 board members and the CEO.

**Structure:**

The Nominations Committee will elect a chair. The Chair will report to the full Board when appropriate. RAP staff will take the official minutes.

**INSERT QUOARM INFO**