

## **SAMPLE BOARD NOMINATION PROCESS**

1. Form Nominating Committee
  - a. Knowledge of community
  - b. Knowledge of organization, mission and Board needs
  - c. Willingness to approach people for membership
2. Review and evaluate current board
3. Determine characteristics of new members needed
4. Review ending terms and number of slots available
5. Generate a list of nominees from various sources
  - a. Board recommendations
  - b. Key donors or volunteers
  - c. Staff members
  - d. Civic organizations
  - e. Clients
  - f. Other boards or committees
  - g. Event participation
6. Prioritize list of nominees
7. Share list with Board and get feedback
8. Assign people to ask nominees to be placed on slate for election at Annual Meeting.
9. Top nominees meet with Executive Director and/or Nominating Committee Chair for orientation and briefing about role and expectations
10. Place the required number of nominees on the slate for election at Annual Meeting.
11. If openings occur during the year, Board may elect new members at a regular meeting.
12. All new members attend Board Orientation session and Board Manual.