

5. Board Nominations Committee

- A. **Purpose:** The Board Nominations Committee is responsible for seeking nominations of candidates to run for the CSHA board and officer positions, evaluating those nominations and recommending candidates to the board for election by voting members. The work of the committee is critical to ensuring the ongoing succession of board members to fulfill both the board's role and advance progress toward the achievement of CSHA's priority impacts.

The committee plays a key role in supporting the board's commitment to ensuring a broad range of involvement and representation by CSHA's diverse audiences. CSHA believes that each individual is unique and recognizes our individual differences along the dimensions of race, ethnicity, gender, gender expression, sexual orientation, socio-economic status, age, physical abilities, education, training, experience, religious beliefs, political beliefs or other ideologies. As a result, CSHA seeks to foster diversity in member, volunteer and leader recruitment, development, opportunities for engagement and decision-making.

No other group within the CSHA community carries such a direct responsibility for the quality of the board's composition as the Board Nominating Committee. Its composition and performance exerts a profound influence on the capacity of the organization to proactively identify, cultivate and vet board candidates. While its composition and leadership may evolve each year, it should be working throughout the year to fulfill its critical responsibilities for board leadership continuity.

CSHA's philosophy of recruitment is not based on a rigid, climb-the-ladder approach to board service. Rather, CSHA's approach is based on practice that demonstrates that the strongest candidates for board service emerge from a thoughtful process of candidate identification, nomination, screening and election.

It is the committee's job to manage the leadership succession process on behalf of the board, not to anoint new board members. The Board Nominating Committee invests time in these areas:

- i. Understanding the needs of CSHA and board governance going forward.
- ii. Drafting for board approval the annual competencies to be sought in candidates (see Board Governing Policy 2.10, *Board Nominations and Elections*).
- iii. Ensuring that the pipeline for potential candidates is as wide and accessible as possible.
- iv. Encouraging members of CSHA leadership, committees, districts, communities and other stakeholders to identify potential board candidates to deepen the leadership pool.
- v. Supporting communication to CSHA members regarding the process for identifying and electing the most-qualified candidates in a transparent, timely and comprehensive manner.
- vi. Carefully evaluating and screening prospective candidates to prepare a slate with the most-qualified candidates.
- vii. Presenting the slate to the board of directors for approval.

B. **Activities include:**

- i. District director nominations
 - a. Annually drafting the desired competencies of potential district directors that supplement existing board member qualifications (see Bylaws, Article IV, Sections 2.2 and 2.3, and Board Governing Policy 2.2, *Board Member and Officer Qualifications*). These annual competencies are informed by the strategic board work anticipated during the directors' term and beyond.
 - b. Seeking nominations from individuals within each district.
 - c. Evaluating individual nominations received based on Board Governing Policy 2.2, *Board Member and Officer Qualifications*, and annual desired competencies.
 - d. Recommending candidates for approval by the CSHA Board of Directors.
 - e. Submitting approved candidates for district director to the voting members of their respective districts.
- ii. Chair-elect and secretary/treasurer nominations
 - a. Annually drafting the desired competencies of potential chair-elect and secretary/treasurer candidates that supplement existing qualifications in board policy (see Board Governing Policy 2.2, *Board Member and Officer Qualifications*). These annual competencies are informed by the strategic board work anticipated during the officers' term and beyond.
 - b. Seeking nominations from individuals throughout the state.
 - c. Evaluating individual nominations received based on Board Governing Policy 2.2, *Board Member and Officer Qualifications*, and annual desired competencies.
 - d. Recommending candidates for approval by the CSHA Board of Directors.
 - e. Submitting approved candidates for chair-elect and secretary/treasurer to the voting members of the CSHA statewide voting members.

C. **Qualifications:** Board Nominating Committee members shall be composed of individuals who possess:

- i. A strong understanding of and commitment to the strategic governance role, structure and culture of the board and CSHA's priority impacts.
- ii. The ability to translate organizational needs into competencies that are sought in new board members during a given election cycle.
- iii. The ability to maintain confidentiality throughout the process.

D. **Leadership:** The CSHA board chair serves as the chair of the Board Nominations Committee.

E. **Committee Makeup and Terms:** The Board Nominations Committee is comprised of the chair (CSHA board chair), the CSHA chair-elect and two (2) additional CSHA board members. The two additional members serve two-year terms. One member is appointed by the incoming CSHA board chair each year and approved by the board.

F. **Staff:** The committee is staffed by the CEO and/or their designee.

G. **Meetings:** The committee meets (via telecommunications) as necessary to conduct its business. The committee may meet in person at the annual conference.

H. **Authority:** The committee may incur costs only as provided for the committee in the board-approved budget. The committee has no management authority except for that specifically delegated to it in the bylaws or board policies.

