

Committee Charter

WHAT					
Name	Nomination Committee				
Committee Type	Temporary. Regular annual cycle.	Ratify	September	Disband	March
WHO					
Lead	Elected by Membership	Advisor	Selected and ratified each year		
WHY					
Purpose & Strategic Alignment	This cross-functional workgroup ensures a non-bias process for Board member selection. Their main purpose is to recruit and conduct initial vetting for Board applicants which results in a recommendation list for the Board selection process. UoB governance documents define workgroup member composition.				
Formation	Per bylaws 4.05(b), to be formed at least three months before the annual meeting. The committee is formed by the President appointing and the Board ratifying formation in the September Board meeting. Also in the September meeting the President appoints a Board Advisor and the Board ratifies. Disbanded in the March Board meeting in the same manner.				
BOUNDARIES					
Applicable for Committee	Any activity or discussion which directly relates to recruiting Board members. This may include compiling a list of possible applicants, obtaining information from various sources, directly talking to people, creating a US mailing or e-mail to notify membership of nominations, holding recruitment events, etc.				
Not Authorized to	Select candidates for presentation to membership. Selection is the Board’s decision. The Board may or may not take the committee nomination recommendation exactly as proposed.				
Constraints	Timebound. The candidates must be identified no later than seven days before the January Board meeting in order for the Board to have time for selection prior to the annual membership meeting.				
Autonomy Level	Committee makes no decisions, only recommendations for the Board to consider. No interaction with the Volunteer Coordinator is required. Board Advisor acts as counsel to this committee.				
EXPECTATIONS					
Deliverables	Recommendations for Board member vacancy replacement to be made to the Board before the January Board meeting.				
Critical to Know	<p>Meeting frequency is at the discretion of the Nomination Committee Lead.</p> <p>A list of Board succession applicants shall be maintained by the Nomination Committee.</p> <p>All committee members must be familiar with, and Applicants should be willing to meet, all criteria outlined in the Policy Manual, Bylaws, and associated documents. See Policy Manual 7.2.4 for a list of documentation references.</p> <p>There is a time commitment. Applicants should have availability for meetings, training, and projects which amounts to approximately 10 hours per month, minimum, plus two days in retreat each year:</p> <ul style="list-style-type: none">• Regular Board meeting – 3 hours / month (1 hour prep, 2 hours in meeting)• Special meetings or Board training – 4 hours / month• Committee participation or leadership – 3 hours / month• Retreats – 2x/year, 1 full day each – typically on Saturday				

EXPECTATIONS (CONTINUED)	
Work Breakdown	<p>Process to follow Policy Manual, Section 7.2 and all references therein. Summary:</p> <ul style="list-style-type: none"> • Review Board skills needed information. • Review list of potential applicants received from the Board. • Review prior year potential selections. • Review people on the succession plan line-up. • Gather information, as needed, about all potential candidates. This may include talking to the candidate, the minister, the Board, or congregation. • End of process plus delta (what went well, what could be better). • Board Advisor: Present recommendations to the Board. • In annual meeting: Elect new members for the next year's committee.
Reporting	Board Liaison reports on committee activities in monthly Board meetings as requested by the President.