RIMS XX CHAPTER

NOMINATING COMMITTEE PROCESS

**Background**: The Chapter Board of Directors start their terms on September 1st of each year. The terms are for three (3) years and are staggered in three (3) separate groups so there is overlap and not all Directors terms end at the same time. When a Director leaves before his/her term is over then their board position is replaced for only the remainder of their term so the staggered service is continued.

**Process**: Three (3) months prior to Board of Director terms commencing the Chapter Administrator sends out email from the Nominating Committee Chair (“Chair”) seeking interested professional members (potential candidates) to serve on the Board. The Chair reaches out to those potential candidates who have shown interest to serve on the Board in the past to see if they are still interested to serve. The Chair also reviews attendance of professional members at the Chapter meetings during the last twelve (12) months. The Chair uses this list to come compile a list of potential candidates from the professional members who have attended more than three meetings during the last twelve (12) months. The thought being that if members are attending Chapter meetings on a regular basis there is a very good chance they appreciate being a part of the Chapter and may want to get more involved. From this outreach the Chair compiles a list of potential Board candidates.

The Chair then calls a meeting of his or her Nominating Committee (“Committee), which consists of two to three (3) Chapter members, to review the potential Board candidate list and make assignments. Depending on the interest to serve from the potential candidates each member of the Committee is given one (1) to two (2) candidates to contact.

Each Committee member contacts their candidate to gauge their interest to serve and answer any questions they may have. If there is interest from the potential candidate they are emailed a Board Candidate Questionnaire (“Questionnaire”). All completed Questionnaires are returned to the Chair who compiles the Questionnaires along with the candidate respective resume.

The Chair distributes the Questionnaires and resumes to all Committee members for their review. A meeting of the Committee is held soon thereafter whereby the qualifications of the potential candidates are discussed and ranked. Depending on the number of candidates and the number of board positions to be filled the committee invites the top rated candidates to lunch (preferably with at least two (2) of the Committee members being in attendance).

The lunch meeting is an informal interview and the Committee members can ask questions and clarify responses on the questionnaire or resume. It’s also an opportunity for the Committee to gauge how the candidate may fit into the present Board make-up. There is a culture of the Board that needs to be maintained and the new candidate should be a good fit in regards to experience, industry, and personality. The Board strives for diversity in these areas. The candidate can also ask questions to understand further the time commitment and responsibilities.

Once all lunch meetings have been held the Committee meets to prepare the slate of the Board of Directors to be presented to the membership for vote. Within forty-five (45) days prior to commencement of the Board of Director terms the slate is sent to the President for review prior to being sent out to the membership.

Once acceptable to the President, the Chapter Administrator distributes an email to membership with the slate of Directors to be voted on electronically. The membership is usually given a week or two to vote. The votes are compiled by the Chapter Administrator and the results is provided to the President to be presented to the current Board of Directors.

The Board candidates are contacted after the votes have ben compiled and welcomed to the Board. An orientation meeting is held soon thereafter with the Chapter leadership and a couple senior Board members. At this time there is a deeper dive into the function of the Board and the budget, processes and procedures are discussed. This meeting allows the new Board members to hit the ground running at their first official Board meeting.