



## **Procedures for the Nominations and Recruitment Committee**

### **Revised July 2015**

(pursuant to policy C2.6)

#### BACKGROUND

To best serve the membership, ICC must provide effective leadership over time. Effective leadership over the long term will not happen without thoughtful consideration and concerted effort. The Board uses the Nominations and Recruitment Committee (NOMCOM) to help perpetuate a high-functioning governing body through the recruitment of skilled, committed, and motivated directors.

The primary goal of NOMCOM is to ensure that the ICC membership has a slate of well-qualified Board officer candidates to choose among at each spring election. Secondary goals include educating members about the Board, Board officers, and election process; and working with houses to

#### FORMATION AND ACTIVE PERIODS

The Board should form the NOMCOM at the last meeting of the fall semester and dissolve the committee after the final committee report, typically at the meeting after the Board officer elections.

#### MEETING SCHEDULE AND TASKS

As chair of NOMCOM, the Board secretary should prepare a NOMCOM reports for the Board meetings from January through May.

The **first** committee meeting should take place within a week of committee formation to review this procedure document, look at previous notification and recruitment materials, task staff with updating materials as necessary, assign tasks to committee members, and generally make sure there is a plan to move forward in late January with notifications (see section below for details).

The **second** committee meeting should take place after “current member signing”, usually at the end of February, to coordinate the recruiting phase (see section below for details). It would not be a bad idea to combine this meeting with an ECC meeting to maximize group wisdom. If for some reason notifications have not been done (see above), this would be the time to get cracking with it, double-time. The committee should review the Endorsement Qualifications (see appropriate section) to make sure they are still the best criteria.

Finally, the committee should determine the NOMCOM portion of the spring GMM Program (see section below for details).

The **third** committee meeting should be held before the packet deadline for the April Board meeting to present the Board with the NOMCOM endorsed candidates, and to coordinate the Nominations Committee presentation at the spring General Membership Committee meeting. The committee should make sure that candidates have submitted statements for inclusion on the ballots.

The **fourth** committee meeting should be held shortly after the spring General Membership Meeting to review this Procedure Document and make any recommended changes for consideration at the May Board meeting

#### ENDORSEMENT QUALIFICATIONS

Although any member is free to run for Board officer positions, the NOMCOM should establish some minimum candidate standards to help guide the membership in making their choice, as well as ensure candidates are well-qualified. To that end, NOMCOM should include a NOMCOM endorsement on the ballot for any candidate who has:

1. Signed a full year contract;
2. Attended at least one Board meeting in the spring;
3. Submitted a candidate statement for inclusion on the ballot; and
4. Presented themselves in person, or by proxy, at the spring General Membership Meeting.

#### Procedure Details

Special Tip In General, be sure to use Board Administrative Assistant and other staff assistance as needed to keep the committee work moving along, especially low-level stuff like making flyers, posting flyers, and other administrative things that your staff can do extremely efficiently.

#### NOTIFICATIONS

- Begin advertising the Board officer positions in January making a statement at the spring new member orientation, and house officer trainings:
  1. The thought should be placed early so that members have plenty of time to consider if they might be interested in a Board officer position.
  2. Generate or reuse catchy slogan on signing announcements: “Resigning for the summer and academic year? Great! You should consider working for your board!”
  3. Take a look at previous flyers for ideas and inspiration – or just tweak and reuse them if you have other more important stuff to attend to.

- Put out flyers at houses sometime before spring contract signing, preferably late January or the first week of February. Make sure the flyer states in bold that a contract for summer and AY is a candidate requirement. The flyer should urge people to get in contact with the Board officers and/or their house Board representative if they are interested.
- In addition to posting flyers in the usual spots, it has been useful in the past to post flyers in every commons area bathroom in all houses, as well as giving some flyer to house Board representatives to put up in areas of their houses they think will be good.
- If NOMCOM is especially ambitious, having committee members and/or Board officers visit houses to talk about the positions and election process could increase interest.
- Flyers should encourage interested members to actually attend a Board meeting.

## RECRUITMENT

- After spring contract signing for current members is over, instruct staff (if they have not already done so) to put together a list of all current members who have signed a full-year contract.
- Review the following qualities that should be used in targeting recruitment efforts:

Candidate has:

1. Signed a full-year contract
2. Proven or promising leadership skill
3. Serious attitude
4. The ability to work well with others
5. The time to commit to being on the Board
6. The desire to serve the ICC membership

Special Tip Extra attention should be given to recruiting current Board members and/or Board officers. The more experience on the Board, the better.

- Identify strong candidates out of the list of members who signed full-year contracts. This should be done at both NOMCOM and ECC meetings. The more people working together to identify candidates, the better. Staff can be especially helpful as they often know many members. It would not hurt to also send out an email to all ICC members to see if anyone has any suggestions for candidates.

Special Tip The most powerful recruiting available tool is simply telling someone that you think they would make a good candidate. In the spring 2014 election, of the 18 candidates who were asked, 11 ran for positions. Further, it never hurts for more than one person communicate with a candidate about how great they would be.

- Members identified as the **best** potential candidates should be contacted in person as soon as possible. NOMCOM members should actively recruit Board officers to help with this task as needed. Offer to take members out to coffee or meet with them in person somehow to answer their questions. Be a great ambassador.

- Members identified as **good** possible candidates should also be contacted, in person if possible, but via individual emails failing that.

Special Tip Your time is valuable and limited. So, the recruitment process should be targeted at those members who are believed to be the best candidates. This is not unfair, but rather a smart use of organizational resources. As long as the elections are competitive and full of great candidates, you have succeeded.

- To find community trustee candidates, ex co-ops who may still be involved should be contacted. Also, emails should go out to various Austin cooperative mailing lists.

#### VETTING AND ENDORSEMENT

- Invite and encourage candidates to attend the March and/or April Board meetings. (This part was great experience for everyone in the past.)
- Collect statements from candidates. If new candidates nominate themselves at GMM, they have 24 hours to submit a statement. Candidates who do not have a signed full-year contract should be noted as such on the ballots.
- Verify with staff that all candidates to be endorsed NOMCOM have valid full year contracts for the upcoming year.
- Verify that any candidate to be endorsed by NOMCOM presented themselves at the GMM.

#### BOARD PERPETUATION AND GMM PRESENTATION

- The following topics are recommended for the Board Perpetuation section of the spring GMM:
  1. The importance of Board perpetuation – NOMCOM member
  2. Officer candidate introductions - candidates
  3. The election and ballot process – Board secretary
  4. The importance of house representatives – NOMCOM member
- Prepare concise and compelling presentations of these topics. Consulting your CDS Board consultant is highly recommended for getting great ideas.
- Rehearse the presentation
- The list of people with full ay and summer contracts should also be utilized for recruiting board reps. They should be contacted with an email informing of the awesome task of serving your organization.
- Current board reps should be asked, if they are not going to resume their position, to find a replacement in their house.