

Hilltown CDC
Process for Board Member Recruitment
and Nomination of Officers

A. Board Member Recruitment

Being a member of the Board of Directors of Hilltown CDC is an important volunteer job with responsibilities and commitments. Using the following process, the Board recruits individuals who will have the time, skills, and commitment needed to be a part of the Board's work and to support HCDC's mission:

1. The Board of Directors appoints a Board Development Committee and a chair of the Committee.
2. The Committee maintains a list of existing Board members, their terms, and existing or anticipated vacancies. With the approval of the Board, the Committee identifies the skills needed on the Board and other considerations for Board membership as identified in the information packet. Working with the Board & HCDC staff, the Committee develops a candidate information package *as well as a more extensive information and policy binder* for new Board members.

The *candidate* information package includes:

- A description of HCDC and its programs
- A list of current Board members, responsibilities and expectations of Board members
- A questionnaire to assess the candidate's interests and skills.
- A separate confidential questionnaire to enable the Executive Director to determine whether the candidate meets Community Housing Development Organization (CHDO) requirements will also be sent.

The new member policy binder includes:

- Articles of Organization, as amended
- Current by-laws
- Mission
- Current Strategic Plan
- List of current Board and Committee members, with contact information
- Calendar of regular Board and Committee meetings
- Responsibilities and expectations of Board members
- Evidence of directors' liability insurance
- List of current staff with contact information and description of responsibilities
- Most recent Annual Report
- Current budget
- Most recent quarterly financial statement
- Most recent Board minutes

➤ Organizational Chart

4. The Committee will engage the Board in an ongoing discussion regarding board development and composition and present lists of candidates for existing and anticipated Board vacancies as needed. The Board may also present candidates to the Development Committee. The Board reviews the list, prioritizes the candidates for each vacancy, and assigns the Committee the responsibility to assess the candidates' interest in joining the Board. Interested candidates will be sent an information package. Upon return of the survey, the Committee members contact the candidate a) to explain HCDC's history, mission and philosophy; the time necessary to contribute to Board work; the responsibilities of Board members; and the various Committees of the Board; b) to identify the candidate's skills and interests; and c) to assess whether the candidate would be a good fit for the Board.

5. The Committee may consider inviting the candidate to speak or meet with the Executive Director and/or to attend an HCDC Board meeting prior to being considered by the entire Board for appointment.

6. If a candidate expresses interest and seems to be a good fit for the Board, the Committee so informs *the President of the Board of Directors* and the Executive Director.

7. Following the recommendations of the Committee, the Board determines whether to elect the candidate to the Board. If the candidate is elected, the Committee notifies the candidate of his/her election and if not previously determined, will discuss on which committee(s) the new member will be assigned. The committee will then send the member the binder for new Board members.

B. Nomination of Officers to the Board

1. Whenever the term of office of any of the Board officers is due to expire, and/or whenever that Board office becomes vacant, the Board Development Committee will determine and recommend members for nomination to (a) to determine whether that prospective Board member wishes to be nominated for that vacancy, and (b) ask for that Board member's recommendations as to who should be nominated to fill the vacancy.

2. The Committee will then recommend a slate of candidate(s) for the available office(s) to the Board.

3. Any Board member who prefers a candidate(s) not on the slate may nominate another member(s) for the available office(s).