



Series:	Board Governance	COA: GOV 5.02
		CFOP:
Procedure Name:	Board Recruitment	
Procedure Number:	GOV006	
Revision #/Date:		
Effective Date:	August 11, 2014	
Applicable to:	Board of Directors	

SUBJECT: Recruitment of Board Members

PURPOSE: To define the process by which Board Members will be recruited for membership on The National Center For Innovation and Excellence Board of Directors

POLICY: The National Center For Innovation and Excellence will act in a judicious and transparent manner to recruit and retain Board members whose expertise will meet the needs of the organization and community. The selection process will include sensitivity to the demographics of the community served. The National Center For Innovation and Excellence Board of Directors will select Directors to serve on the Recruitment Subcommittee for a one (1) year term. The Board Recruitment Subcommittee will consist of a Chair who will serve in this capacity for a two (2) year term, and up to four (4) subcommittee members with the CEO as an ex-officio member. The subcommittee will meet minimally semi-annually to manage the recruitment process of potential Board members.

REFERENCES: GOV 009, GOV 011, GOV 019

PROCEDURE:

The Recruitment Subcommittee will maintain an up-to-date list of potential board candidates, including the particular skills and experiences they can bring to the organization for consideration.

Members will ensure the application and selection process includes sensitivity to the demographics of the community and the skill set required by promoting diversity among the Board of Directors.

Board members and executive staff members may submit the Prospective Board Member Information document to any subcommittee member or the Board Chair for consideration and review by the subcommittee.

The individual proposing a board member candidate will attend a subcommittee meeting to present this candidate to share information and potentially any personal experiences they may have with the candidate that would prove to be relevant to the subcommittee.

The Recruitment Subcommittee will screen the Prospective Board Member Information document and any relevant information pertaining to the potential candidate. Subcommittee members will utilize the Board Candidate Pre-Interview Rating Form to prioritize candidates for consideration

The prioritized candidates will be requested to meet with a designee appointed by the subcommittee for an informational meeting. The designated member will discuss the mission, vision and purpose of the organization and utilize this meeting to learn more about the candidate's interest and suitability for the Board. If a candidate is presented for consideration by a member of the subcommittee, another member will conduct this informational meeting.



Following the informational meeting with the candidate, the subcommittee designee will present the findings to the other members at a following subcommittee meeting for discussion and evaluation purposes. If deemed an appropriate fit, the candidate will be requested to submit a resume and Board Member Application for review.

Upon receipt of the candidate's resume and application, the subcommittee will convene to review and conduct the Post-Interview Rating Form in order to arrive at a recommendation.

The subcommittee will identify and determine if there are any potential conflicts of interest with the candidate. A recommendation on final candidates selected for consideration will be brought before the full board for approval at the following board meeting.

Any potential board member is subject to the submission of fingerprints for a criminal background check in addition to a local County check. This information is communicated to a candidate prior to a final submission to the full board for approval. A potential candidate may be "approved" at a board meeting pending the successful outcomes of these background checks.

New board members (those who have been elected) will be contacted by the CEO, receive a letter from the Board Chair and be provided with the annual board calendar and scheduled to participate in a board orientation with the CEO.

Terms for Board Membership


Board members will join the board as members for an initial term of one (1), two (2) or three (3) years with the option to be elected and remain for another such term. The recommendation of the initial term is made by the subcommittee to ensure a staggered approach to board member terms.

Initial terms are identified when a new board member joins the board and then again, at the Annual Business Meeting. When officer elections are held, other terms are either extended or new terms assigned if a member is elected to an officer position.

Members whose terms are expired will rotate off the Board minimally for one (1) year and will be required to submit a new application to the Board Recruitment Subcommittee or Board Chair for consideration in the future as a new board member. However, the Board of Directors reserves the right with mutual consent of the board member upon the completion of six (6) years of service to authorize the Board Member to remain on the board for additional terms of one (1) year.

Approved by The National Center For Innovation and Excellence Board of Directors _____


AS APPROVED BY THE BOARD OF DIRECTORS:



Ms. Kathleen Rich-New
Chair

Signature Date: October 23, 2014

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:



Dr. Patricia Nellius
Chief Executive Officer

Signature Date: 10/23/14