

## **Board Member Nomination Process**

New board members are the life blood of volunteer, non profit institutions. The process of identifying and cultivating them can be complex. If in doubt on any aspect of the process, feel free to contact the incumbent Board Chair or Governance Committee Chair. The steps described below are to be held in CONFIDENCE by any and all board members until a final action has been determined. Each board member is under a fiduciary responsibility to maintain this CONFIDENTIALITY.

Some of the suggested process below may depend on how well you personally know the candidate you are thinking of nominating. But generally, most steps will be completed PRIOR to any frank discussion or implied invitation to the candidate regarding board membership. This quiet period is to avoid assumptions and expectations that may or may not be achieved. Bad feelings or embarrassment is to be avoided at all cost. It is assumed that the nominator has been through a process of cultivation of the nominee in order to assess the interest level and value of moving forward.

Most of the time, you will want to discuss the person you are thinking of with the Board Chair or Governance Committee Chair very early in the process. You should fill out the WSO Board Member Nomination form which will help in organizing your thoughts and actions. It calls for information that will be necessary for proceeding in the process. Understandably you may not have all the information, but please fill in what you know.

The completed form will lead to a conversation between you and the Board rep (Board or Gov Comm Chair or designee). Based on that, the nomination will move CONFIDENTIALLY to the Governance Committee, and from there on to the Executive Committee. These committees will want to know the information called for on the form, in an expanded form. Additional follow up questions are likely. These committees are not judging the individual, per se, but will be looking for potential value this candidate can bring to the Board.

Once the nomination has been reviewed by the Executive Committee, the candidate's name and biographical information will be added to the "Board Candidate Pool", a listing of all nominees that have completed this process so far. At the appropriate point as determined by Board leadership, the candidate's name will be confidentially published to the full board for confidential feedback, pro or con.

If all these steps are successful, the nomination motion will be made by the Governance Committee to the full Board, which will vote to invite the nominee. The approved invitation will be personally made to the candidate by either the nominator, Governance Committee Chair, Board Chair or designated individual, following a discussion on the best party to issue the invitation.

There is a WSO information package that can be made available to the nominee along with the invitation to join the board. Upon acceptance of board membership, the "New Board Member Onboarding Package" will be sent to the nominee.

Nominations and this process may occur at any time during the year, and approvals may also occur when useful to the Board and WSO. In the event of a new member joining "mid year", that partial year will not count towards the 3 year first term.