The Nominating Committee and process has influence on the organization for years to come. There are a number of steps to consider for successful outcomes. This graphic is intended to be a guide to those steps so that the results are successful for your organization.

1. Appoint Nominating Committee (chair and members)
2. Official Call for Nominations
3. Identify and Interview Prospective Nominees by Committee
4. Presentation to the Board (or Membership)
5. Election Process According to Bylaws
6. Ensure Clear Charge is Assigned along with a Timeline
7. Committee Develops Plan, Timeline
8. Vetting of Candidate Qualifications and Interest
9. Develop State of Nominees and Committee's Recommendations / Rationales
10. Thank You to Unsuccessful Candidates from Committee
11. Review of Governing Documents
12. Analysis of Board Strengths, Weaknesses, Needs
13. Meet with Candidates to Review Job Description, Resume and Conflicts of Interest Disclosure
14. Nominations Closed
15. Closure: Return of Files to Office; Destroy Confidential Materials (delete electronic files)

Installation
Orientation and Delivery of Leadership Materials
Board Self-Evaluation

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