Nominating Process : Committee Members

Process:

Nominations for potential Committee members should be forwarded to the Board Chair (or Designated Committee member) and the Executive Director. Each candidate will be asked to submit a Letter of Interest and resume. The Letter of Interest should include their motivation, available time commitment, and relevant experience for engaging in this role.

Required Materials and Interview:

The names and materials will be shared with the full committee to review and give feedback.

- The Chair of the Committee, staff liaison and a member of the committee will be appointed by the group to facilitate the interview. It is recommended that the designated Committee representative does not have a close rapport with the candidate so as to limit bias in the application process.
- Once the interview is completed a brief written overview of the interview with their fellow Committee members should be forwarded to the Board Chair and Executive Director. This document includes a final recommendation to be accepted, deferred or declined for a position on the Committee.
- The candidate will be informed of the decision via a notification co-signed by the Board Chair and Committee Chair.

Communication Templates:

Email Acknowledgement of Nomination
Email invitation for INterview and Sample Questions
Notification: Acceptance
Notification: Deferral
Notification: Declined