

Nominating Committee Process Policy and Procedure

Purpose: To outline the procedure for the process of selection Board members.

- A. Nominating committee members are selected by the Board president per the board operational plan in July for the next the next fiscal year.
- B. Nominating committee will select the next fiscal year officers and committee chairs for corporate and individual giving.
 - a. Committee members will contact voting board members to determine their ability and desire to serve a board officer or committee chair.
- C. Interviews, review and slating of new board members, for any At Large board members, will be done by the Nominating Committee.
 - a. Nominating Committee will meet in January of fiscal year and as needed to fill the slate of new members, officers and committee chairs to present to the board for April board meeting approval.
 - b. Nominating Committee will ask new At-Large board members and representatives from constituent groups, to attend the April board meeting.
 - c. New at-Large board members and representatives from constituent groups will be required to attend a new board member training before their first board meeting in July.
- D. Application forms will be available online or written application for all At-Large board members.
 - a. Application forms will be developed by the Executive Director.
 - b. Completed application form will be maintained by the Executive Director.
- E. Listing of potential board members will be kept on file with the Nebraska FFA Foundation and provided by the Executive Director to the Nominating Committee.
 - a. Notes of the listing of potential board members will be kept confidential for the nominating committee and future nominating committees by the Executive Director.
 - b. Anyone can be added to the listing by a board member by contacting the Executive Director.
- F. A Board demographic worksheet may be utilized.
 - a. The Executive Director will develop and maintain a board demographic worksheet.
 - b. Worksheet will provide a summary of age, gender, employment, fundraising/non-profit work background, agriculture background, FFA background of the current board.
- G. For At-Large Board members the nominating committee process will be:
 - a. Identify the number of at large seats needed
 - b. Review the listing of potential board members
 - c. Add or remove potential board member from listing of potential board members
 - d. Utilize the board demographic worksheet
 - e. Select individuals to ask to apply and potentially interview as At Large board members.
 - f. Potential member must fill out an application form to be considered.

10/30/13



- g. Contact individuals and interview and communicate the job duties of a member.
 - h. Contact the individual and communicate the final decision to ask them to serve or not.
- H. For Nebraska FFA representative the nomination process will be:
- a. Foundations Executive Director or Nominating Committee Chair, will notify, in writing, the Nebraska FFA Association Board President no later than January of the fiscal year, of the members term ending that fiscal year.
 - b. The member will also be included on the first notification.
 - c. The Nebraska FFA Foundation Executive Director and/or Nebraska FFA Foundation Board President will provide and review policy of the operational roles and responsibilities of the Nebraska FFA representative to insure understanding the roles and responsibilities. This will be done with the Nebraska FFA Association President.
 - d. The Nebraska FFA representative must be selected for nomination at least 11 days before the April FFA Foundation Board meeting at State FFA Convention of that year.
- I. For NAEA representative the nomination process will be:
- a. Foundation Executive Director or Nominating Committee Chair, will notify, in writing, the NAEA Board President and Executive Secretary, no later than January of the fiscal year, of the members term ending that fiscal year.
 - b. The member will also be included on the first notification.
 - c. The Nebraska FFA Foundation Executive Director and/or Nebraska FFA Foundation Board President will provide and review policy of the operational roles and responsibilities of the NAEA representative to insure understanding the roles and responsibilities. This will be done with the Nebraska NAEA Board President.
 - d. The NAEA representative must be selected for nomination at least 11 days before the April FFA Foundation Board meeting at State FFA Convention of that year.
- J. For the Nebraska FFA Alumni representative:
- a. Foundation Executive Director or Nominating Committee Chair, will notify, in writing, the Nebraska FFA Alumni Board President, no later than January of the fiscal year of the members term ending that fiscal year.
 - b. The member will also be included in the first notification.
 - c. The Nebraska FFA Foundation Executive Director and/or Nebraska FFA Foundation Board President will provide and review policy for the operational roles and responsibilities of the Nebraska FFA Alumni representative to insure understanding the roles and responsibilities. This will be done with the Nebraska FFA Alumni President.

- d. The Nebraska FFA Alumni representative must be selected for nomination at least 11 days before the Nebraska FFA Foundation Board meeting at State Convention of that year.