

**UNIVERSITY OF MISSOURI ST. LOUIS, ALUMNI ASSOCIATION
POLICY AND PROCEDURE MANUAL**

Nomination and Leadership Development Committee

TITLE: Description of the Nomination and Leadership Development Committee

SECTION & NUMBER: D.1

Notes:

- “Committee” as a proper noun refers to the Association’s Nomination and Leadership Development Committee.
- See the current version of the P&P titled *Abbreviations & Definitions* for abbreviations and definitions that are applicable to the *Description of the Nomination and Leadership Development Committee*.
- “Board members” includes officers, directors, and ex-officio non-voting Board members.

POLICY:

- 1) Committee Description and Powers
 - a) In general, the Committee is charged with identifying and recruiting volunteers and recommending a slate of future Board members.
 - b) The Committee shall:
 - i) Prepare a slate of candidates for the Board and its officers.
 - ii) Review and recruit alumni leaders, evaluating talents and abilities.
 - iii) Monitor the nomination process to ensure fairness and equity.
 - iv) Maintain an overview of the Association’s initiatives and goals and offer advice and guidance on the recommendation of leaders best suited to advance the Association’s mission.
 - v) Review the past processes of the Committee and make recommendations to the Office of Alumni Engagement staff for continuous improvement.
 - vi) Recommend policies to the Board and Office of Alumni Engagement staff concerning the effective development of a successful volunteer base and help ensure that sound policies, practices, and monitoring mechanisms exist for managing the nomination process.
 - c) The Committee shall be composed of at least five members, at least three of whom must be from the Board and the remaining members may be from the Association population at large. The Executive Director of the Association shall serve as an ex officio non-voting member of the Committee.
 - d) The Committee shall meet annually at least three times at such times and places as it deems necessary to fulfill its responsibilities.
 - e) The Committee shall report regularly to the Board regarding its actions and make recommendations to the Board as appropriate.
 - f) The Committee meetings shall comply with the current version of *Standards for Non-Governing Board Meetings*.
 - g) The Committee shall review this P&P at least annually.
 - h) The Committee shall conduct an evaluation of the performance of its duties as described in this P&P and shall present the results of the evaluation to the Executive Committee for review. If any changes or revisions are deemed necessary, those recommendations will be

**UNIVERSITY OF MISSOURI ST. LOUIS, ALUMNI ASSOCIATION
POLICY AND PROCEDURE MANUAL**

Nomination and Leadership Development Committee

referred to the chair of the Committee, who will with discretion either accept those recommendations, or forward them to the Committee for reconsideration. The evaluation, as revised, will then be presented to the Board at its next regularly scheduled meeting.

2) Leadership Development

- a) The Committee shall encourage standing and special committees to develop and foster future leaders of the Association by encouraging greater participation of a committee member than mere attendance at meetings.
- b) Consistent with the above encouragement are the following recommendations, which are not binding on any other committee, and subject to revision as necessary.
 - i) Any committee member desiring to form and chair a subcommittee consistent with the goals of that committee should be encouraged to do so.
 - (a) Any committee member desiring to organize and chair a regularly scheduled committee meeting should be encouraged, at the direction of the committee chair, to do so.
 - (b) In lieu of the above (at the discretion of the chair), a co-chair or vice-chair may be appointed to assist or serve as the chair in the absence of the Association President's appointed chair.

3) Limitation on Participation by Committee Members

- a) If a Committee member is present at a Committee meeting and the Committee is considering or discussing that Committee member's nomination to the Board, the participation of that Committee member has the following limitations:
 - i) For an officer position, the Committee member shall physically remove himself/herself from the meeting/discussion and shall not be able to hear the discussion. He/she may not participate in any vote that involves his/her nomination/candidacy.
 - ii) For membership on the Board as a director or ex-officio non-voting Board member, the Committee member is allowed to be present at the meeting/discussion and may vote on his/her own nomination/candidacy.

PROCEDURE

1) Nomination, Board Approval, and Membership Approval Process

- a) Solicitation and Acceptance of Nominations by Committee:
 - i) The Committee members will actively seek to become familiar with Association members in order to identify potential Board members and officers.
 - ii) The Committee will survey the Board to determine the range of skills, knowledge, interests, experience, diversity, geographic location and length of time on the Board.
 - iii) The Committee chair and the Association president will maintain an ongoing confidential roster of potential and future Board members and officers to ensure continuity in the Committee process.

**UNIVERSITY OF MISSOURI ST. LOUIS, ALUMNI ASSOCIATION
POLICY AND PROCEDURE MANUAL**

Nomination and Leadership Development Committee

- iv) For each fiscal year:
 - (1) After July 1, the Committee will review its process to ensure understanding of the role of the Board and each officer and the desired qualities and competencies.
 - (2) Prior to September 1, the President will meet with the Board officers and the Committee to discuss the current vision and plan for the Association, as well as discuss what characteristics are needed on the Board membership or an officer position.
 - (3) By November 1, the Committee shall invite nominations and suggestions for Board candidates from the Association and Board.
 - (4) By April 30, the Committee chair will prepare a suggested slate of officers and directors for Board approval.
- v) Nominating Process:
 - (1) To be considered by the Committee, the candidate must meet all requirements as specified by the Committee. A candidate who submits a request for consideration will not automatically be selected for the slate.
 - (2) The Committee will consider all candidates, honoring the need for diversity and inclusion.
 - (3) The Committee will check each candidate's qualifications against the criteria and job description for the position.
 - (4) The Committee will fully vet each candidate. The vetting process will include personal interviews, review of nominating forms and analysis of the composition of the Board. Candidate interviews and reference checks are at the discretion of the Committee. Candidates currently serving on the Board need not be vetted.
- b) Preparation of the Slate Process
 - i) The Committee will provide a balance of representation by selecting candidates who embody different skills and characteristics. The criteria used will be clear, transparent, and objective.
 - ii) Committee will first consider incumbents (Board members and officers) who wish to renew for a second term. Incumbents will be evaluated based on a variety of considerations including, but not limited to, attendance at Board and committee meetings, participation beyond attendance, efforts to expand alumni engagement, and at least nominal financial support of the Association.
- c) Board Vacancies
 - i) If a vacancy on the Board occurs, the Committee shall identify and make recommendations to the Board regarding the Committee's selection and recommendation of candidates to fill such vacancy.
 - ii) If the Committee anticipates that a Board member or officer position will become vacant within the next twelve months (whether by reason of an announced intent to resign or otherwise), or if a director position shall suddenly become vacant (whether by death or otherwise), the Committee shall (as soon as reasonably practicable) recommend nominees to the Board for election as a Board member or officer.
 - iii) When identifying potential candidates for nomination as a Board member or officer, the Committee may consult whatever sources it deems appropriate,

**UNIVERSITY OF MISSOURI ST. LOUIS, ALUMNI ASSOCIATION
POLICY AND PROCEDURE MANUAL**

Nomination and Leadership Development Committee

including, but not limited to, referrals from existing Board members and officers, or suggestions from Office of Alumni Engagement staff.

2) Board Orientation Process

- a) The Committee will develop and oversee an orientation program for new Board members and a continuing education program for current Board members, which shall include the following:
 - i) Annual Orientation Meeting, which includes all officers, directors and the Executive Director as soon as soon as practicable following the seating of the new Board on July 1.
 - ii) Social Gathering, at a time and place to be determined by the Executive Committee. This gathering is an opportunity for Board members to acquaint themselves outside of a meeting setting.

3) Leadership Succession Plan

- a) The Committee shall develop and recommend to the Board for approval a *Succession Plan*. The plan will be reviewed with the President semi-annually at a time selected by the President. In preparation for the review, the Committee will source, develop, and evaluate potential candidates for Board membership and officer positions. Subsequent to that meeting, recommendations for officer positions will be reviewed with incumbent officers and the Executive Committee.
- b) Current Board members will be encouraged to recommend candidates for officer positions for inclusion in the *Succession Plan*. Self-nomination is permissible. Incumbent officers will be required to make their decision as to continued service on the Board known to the Committee by December 31st of the year in which they are currently serving.
- c) The *Succession Plan* is designed to discover the best candidates and allow for dialogue concerning skills and abilities necessary to perform officer roles. Recommendations for officers are encouraged to be made to the Committee from any source, including, but not limited to the Office of Alumni Engagement and current Board members. The Committee shall meet with current officers to review talent within committees and surface viable candidates prior to making any firm recommendations for future officers.
- d) Demographics and alumni data will be used to attempt a reasonable representation on the Board of the overall Alumni population, but talent and skills will be the primary criteria for Board membership. Additional factors such as graduation date, major, field of study, occupation, and other factors (race, gender, age) etc. will be used to augment the selection process. Candidates included in the *Succession Plan* will be made aware of their consideration for office once the President has approved the plan.
- e) Following confirmation of the *Succession Plan*, current officers shall meet with succession candidates to discuss the current status of the Association and Board to determine a plan of action for transition and continued progress.

**UNIVERSITY OF MISSOURI ST. LOUIS, ALUMNI ASSOCIATION
POLICY AND PROCEDURE MANUAL**

Nomination and Leadership Development Committee

APPROVED BY: Nomination and Leadership Development Committee on 7/12/2016

ORIGINATED/APPROVED: 8/27/2016

NOTE: This P&P was effective on 8/27/2016 when the By Laws (Article VIII, Section 2c) were amended to remove "Committee members cannot be candidates for positions under consideration."

REVISED: Not applicable

REVISION HISTORY: Not applicable