

CHAPTER LEADER TRAINING SERIES

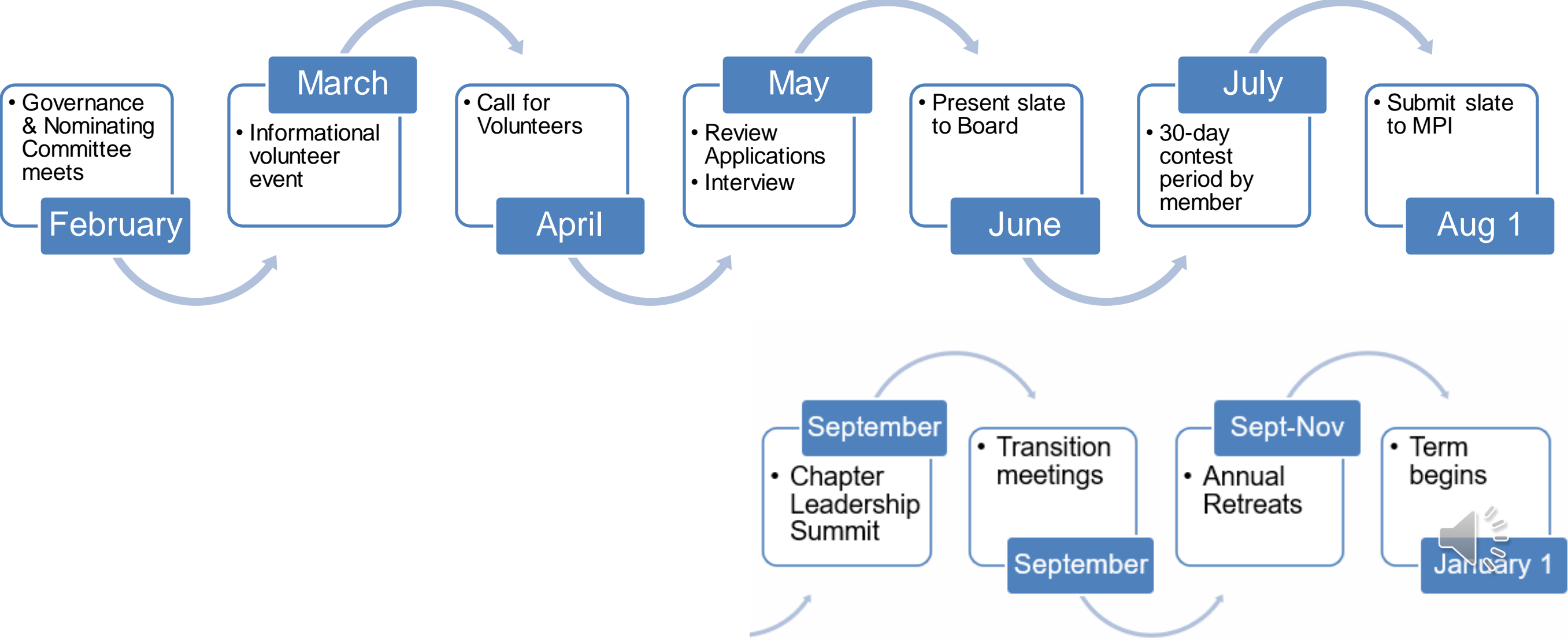


When we **meet**, we change the world.™

**Nomination Process**



# NOMINATION & ONBOARDING TIMELINE

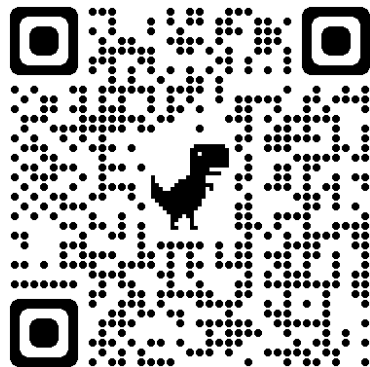


## Purpose of Committee:

- What the committee does
- Nomination process
- Policy review and updates
- See Chapter Bylaws Article X, Section 2 and Chapter Policies Article V, Section 1, 1.1.2

## Required Officers for Committee to Slate:

- President, Immediate Past President, President-Elect, VP Finance, VP Membership, VP Education and VP Marketing
- A minimum of 5 people are required to fill 7 roles.



Link to CLRP → OOP → Chapter Bylaws and Policy Manual templates



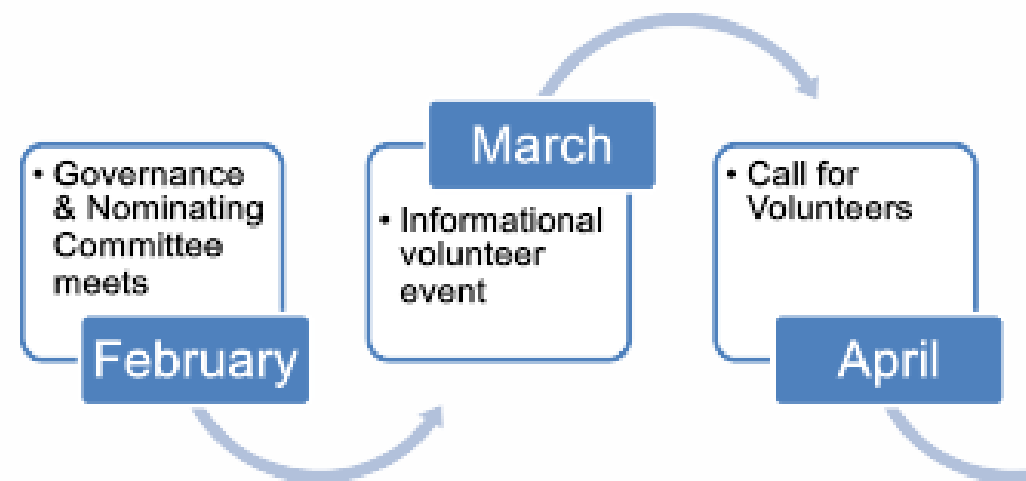
## Committee Composition:

- Appointed by President
- Immediate Past President is Chair
- President-Elect serves with no voting rights
- Minimum of 6 committee members including Chair is required
- This committee may not include active candidates for the Board of Directors
- Should be in place for the duration of the Chapter fiscal year
- Consider a mix of planner/supplier and other demographics

## Term Limits:

- All Officers and Director positions are one-year terms
- Everyone has to re-apply (*Incoming President and Incoming IPP excluded*)
- Understand consecutive term policies (Chapter Bylaws: Article VI, Section 4)
- Leadership is not an entitlement





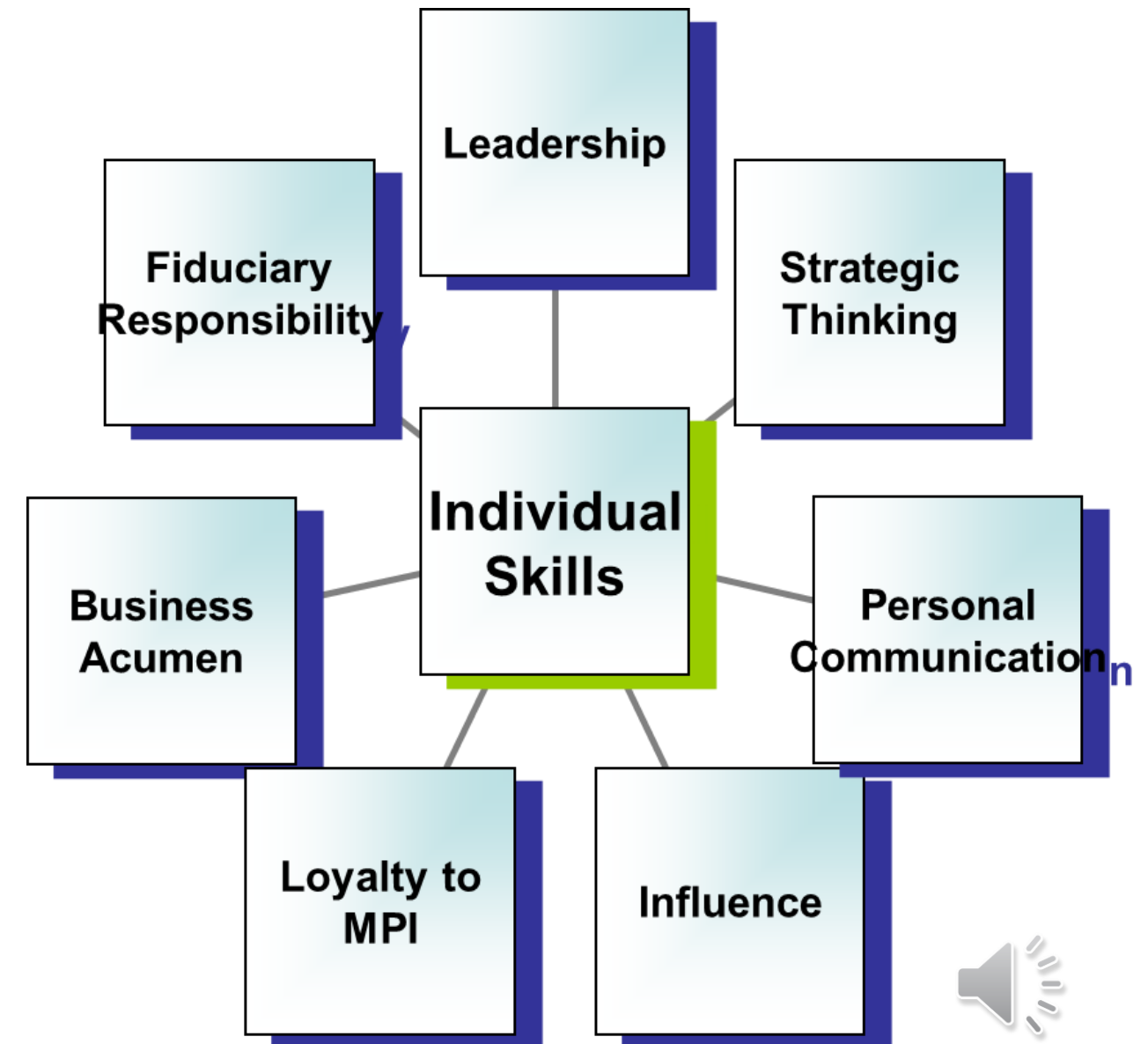
How to Shape a Board and Best Practices

# GETTING STARTED



# SHAPING YOUR BOARD

1. Identify the skills of the *returning* board.
2. Identify the skills of those leaving. *They may be taking valuable skills with them!*
3. Industry experience, diversity of thoughts and backgrounds



# WHY IS INCLUSION IMPORTANT?



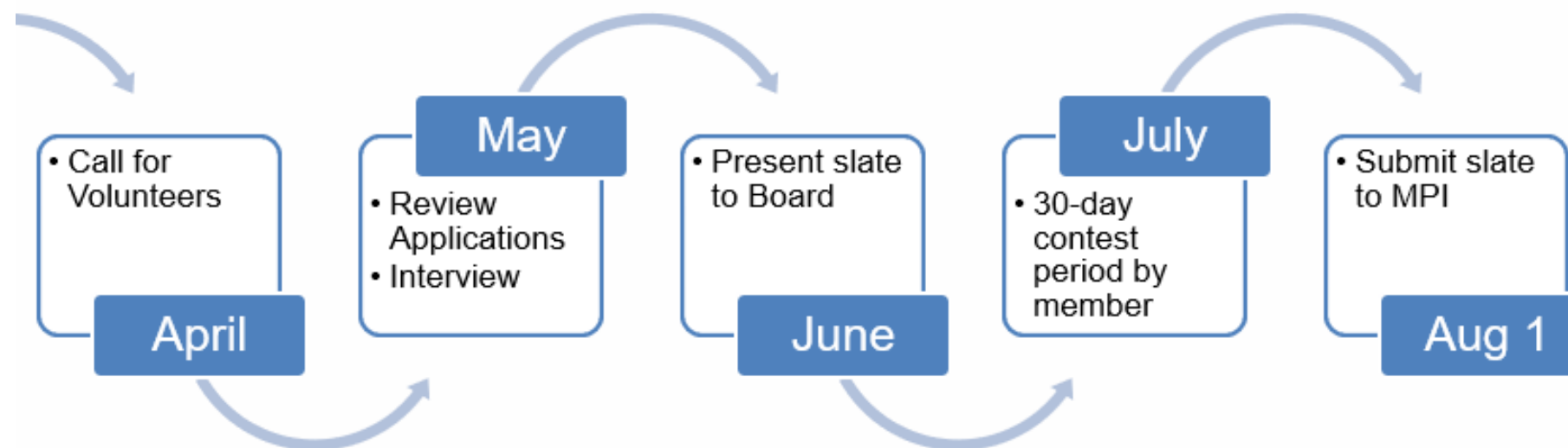
**Your job is to embrace and foster an inclusive business climate of respect for all peoples regardless of national origin, race, religion, sex, marital status, age, sexual orientation, physical or mental impairment.**



1. Allow members to develop themselves. Focus on developing leadership skills...not, "Become A Volunteer"!
2. Share highlights of what each department does to support the chapter. *Create Awareness.*
3. Host an event that focuses on giving members information on each department. *Be Creative.*
4. Provide a summary of roles and responsibilities. *Focus on career development or increased professional visibility.*







Application to Interview to Slate

# APPLICATION PROCESS



## April

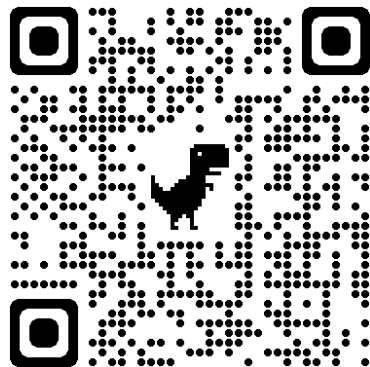
1. Make the application process easy
2. TEST, TEST, TEST your process
3. Allow for a three-to-four-week application period
4. Send a reminder of deadline
5. Current Board should reach out to micro volunteers



# SUGGESTED INTERVIEW QUESTIONS













- Are you involved with any other boards?
- Have you ever served on a board before?
- Tell us about your volunteer experiences.
- What interested you in this opportunity?
- What special skills would you bring to this board?
- Discuss time commitment.



Link to CLRP → OOP → Nominations Planning docs

## Nominations Planning

-  [2022 Succession Planning and Nominations \(1506 KB\)](#)
-  [Chapter Board Job Descriptions \(367 KB\)](#)
-  [Leadership Skills and Experience Matrix Glossary \(287 KB\)](#)
-  [MPIF Chapter Liaison Role Description - Updated \(46 KB\)](#)
-  [Sample Board Applicant Interview Questions \(67 KB\)](#)
-  [Sample Board Applicant Phone Interview Questions \(68 KB\)](#)
-  [Sample Board Application Cover Letter \(69 KB\)](#)
-  [Sample Chapter Board Application \(68 KB\)](#)
-  [Succession Planning and Nominations webinar 2022 \(343535 KB\)](#)
-  [Succession Planning Worksheet \(15 KB\)](#)





## Reviewing and interviewing candidates:

- Explain the process to all applicants
- Make no commitments
- Compare the applicant to the criteria
- Don't lower your expectations
- Plan your interview questions in advance



*Tips: Never ask how much time they have to give!*

*State how much time it will take and remember serving is an honor*



- Determine the interview process
  - Individual or Panel/Group
  - Live, virtual or phone
- Confirm all Governance & Nominating Committee Members understand the process and implements accordingly
- Explain the process to your applicants



## After interviewing, assess...

- Where do they lead currently - are they putting themselves out there, learning and growing?
- Do they have a positive attitude or are they telling you they don't have time?
- How do they fit into the landscape of the Board of Directors?
- What skills and experience do they bring to the Board?





## May/June

- Governance and Nominating Committee finalizes slate

## June

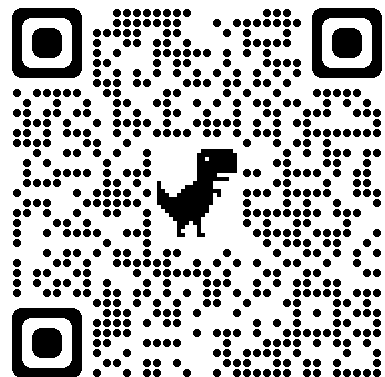
- Slate is presented to Board

## July 1

- Slate goes to membership for 30 days

## August 1







- Final slate due to MPI



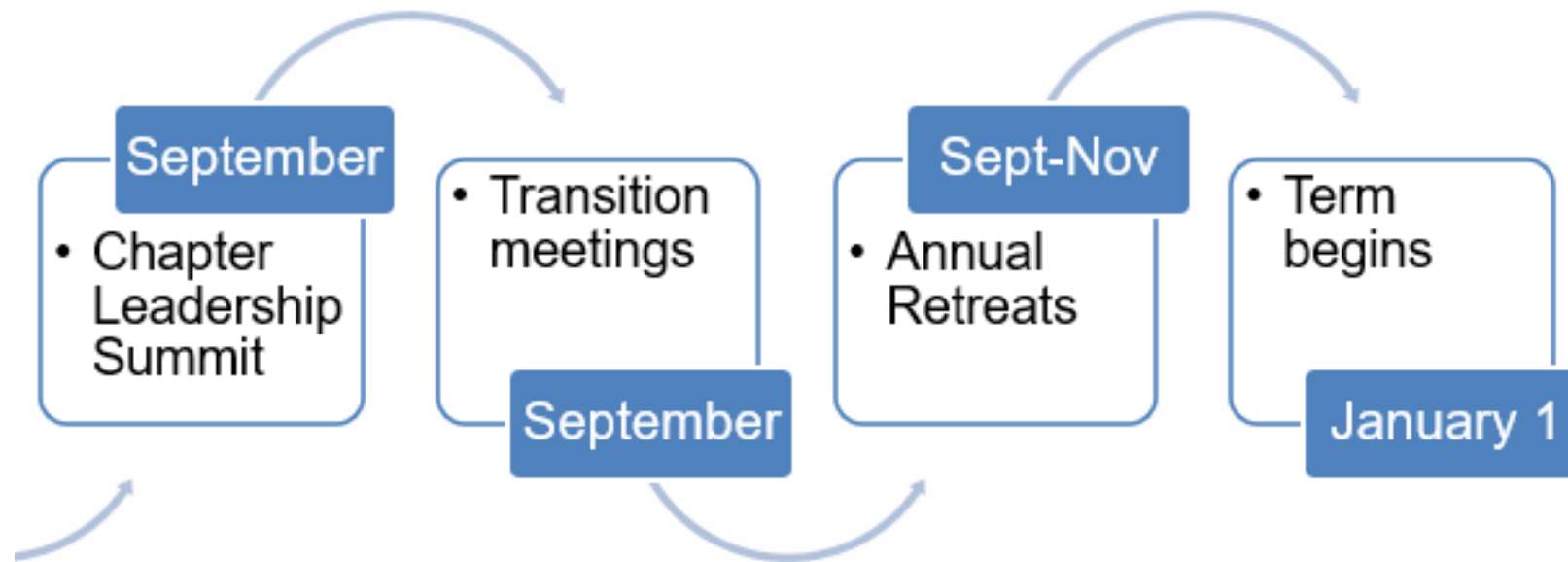
Link to CLRP → Compliance docs

## Compliance

### August 1 Compliance

-  [chapter-compliance-checklist](#) (316 KB)
-  [2023-2024-chapter-board-slate-update-template](#) (95 KB)
-  [sop\\_slate-submission-instructions](#) (722 KB)
-  [sop\\_slate-submission-instructions](#) (504 KB)
-  [Chapter Slate for Membership distribution - Template](#) (41 KB)
-  [Chapter Slate for Internal Distribution](#) (17 KB)

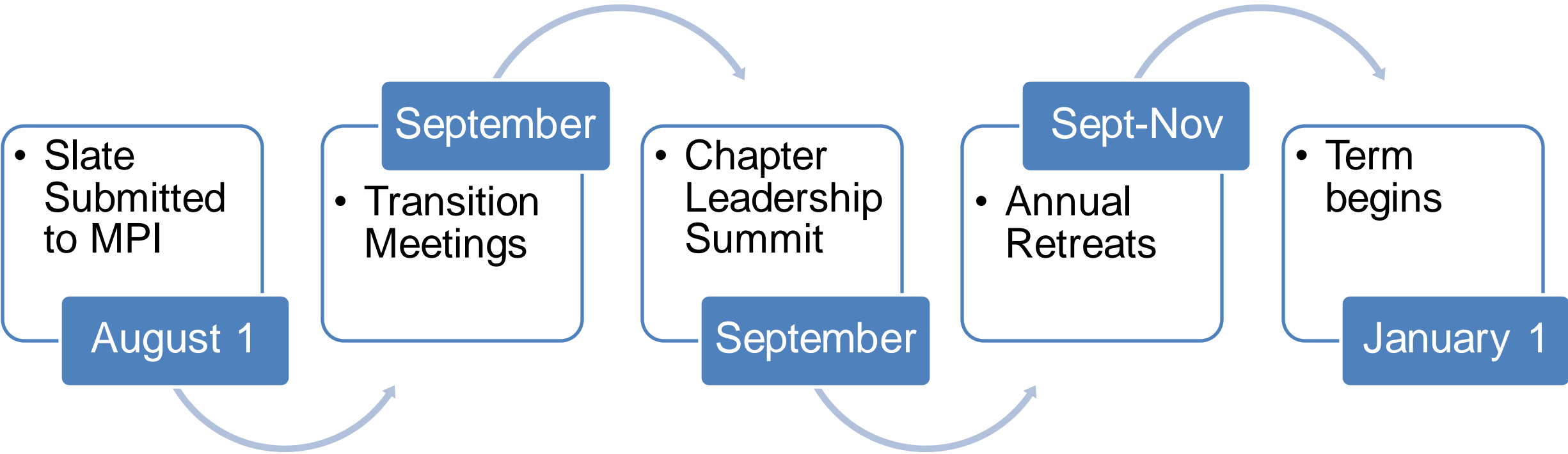




# ONBOARDING & OFFBOARDING



# TIMELINE TO FORM NEW BOARD





## The forgotten step:

Consider how your leaders will transition off the Board of Directors:

- Note that all confidential matters remain confidential after departure.
- The Board Member's fiduciary duty to the Chapter terminates when the term is complete.
- All documentation should be returned to the Chapter or destroyed.
- Provide information for how the chapter member can provide feedback and engage in the future.
- Recognize and thank them for their service.



**If there are vacant required Officer roles after the slate is submitted, the recruitment process continues.**

- See Chapter Bylaws Article VI, Section 6
- Continue the nominations process until the seat is filled
  - Inform membership of remaining open positions and encourage application
  - Allow for application
  - Interview
  - Governance and Nominating Committee submits final recommendation for a Board vote



## If a position becomes vacant mid-term, the recruitment process continues.

- See Chapter Bylaws Article VI, Section 6.
- Begin the nominations process when the vacancy is identified until the seat is filled.
  - Inform membership of open position(s) and encourage application
  - Allow for application
  - Interview
  - Governance and Nominating Committee submits final recommendation for a Board vote.





How?  
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WHAT

WHY

WHERE

Thank You!

