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Policy: The Board shall include at least two representatives of the people and causes served by the agency. To the extent possible, the Board will be made up of people of different ethnic backgrounds and skill sets who represent the community served by the agency. Not more than one member of a family or one participant in a close personal relationship shall serve on the Board at any given time. Board appointments will be made based on the agency's needs. Officers shall include a president, treasurer and secretary.

Purpose: To ensure that all necessary considerations are taken in regard to the agency's programs and goals during the appointment of new Board members, and to provide adequate opportunity for communication among existing Board members and between existing Board members and the Board candidate in terms of required skills, commitment levels, philosophies and other special concerns.

Scope: The following procedures apply to all Board appointments, including member replacements, Board expansion and reapplications for membership.

Procedure:

1.0 BOARD APPOINTMENTS

- 1.1 The Board Development Committee will recommend appointments to the Board of Directors during a full meeting of the Board.
- 1.2 A written nomination form prepared by the Board Development Committee will be distributed prior to discussion of the nomination. This form will include information regarding the nominee's occupation, skills, residency, marital/family status, current and previous Board participations and experiences, and committee interests. The form will also include committee members' assessment of the nominee's commitment level and the degree to which the nominee's philosophies are consistent with agency goals.
- 1.3 The Board Development Committee Chairperson will lead a discussion of the information on the nominating form, and be responsible for providing additional information requested by Board members. |

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Daniela Niemeyer



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