

2018-19 CHARTER for Nominating Committee

Section A: Name

1. What is the name of your group? Nominating Committee

Section B: Purpose

1. What is the purpose of your group?

The purpose of the Nominating Committee is to select the best qualified and the most well- balanced group of candidates for open Board of Trustees and Nominating Committee positions, and to help fill other leadership positions to meet the current and future needs of the church.

To that end, the Nominating Committee shall provide a slate of nominees for vacant Officer, Trustee-at-Large, and Nominating Committee positions to be voted upon at the Annual Congregational Business Meeting in accordance with the Church Bylaws Article X. Sections A and C. (1).

This slate shall be publicized, together with the scheduled date of the Annual Congregational Business Meeting and the deadline for receipt of nominations by petition, five weeks before the Annual Congregational Business Meeting in accordance with the Church Bylaws Article XII. Section A. (2).

In addition, the Nominating Committee will provide names of potential candidates with needed qualifications to Board committees at their request and will provide help with orientation or mentoring of new Board members, if requested by the Board of Trustees. Both of these duties fit the Committee's purpose of helping to fill other leadership positions in the church and are in accordance with the Church Bylaws Article XII. Section A. (2) where the last sentence states, "Additional responsibilities may be set out in the Nominating Committee charter which shall be approved by the Board of Trustees."

2. How is your work related to one or more of our Unitarian Universalist Seven Principles?

The Nominating Committee selects candidates for leadership positions that exemplify all the UU seven principles. Our committee is most closely focused on the 5th principle namely, the right of conscience and the use of the democratic process within our congregations and in society at large, since we select a slate of leaders who will guide the governance of our congregation.

3. How does your group connect with East Shore's Mission and Vision?

The Nominating Committee supports all four pillars of our Mission and Vision, but we are most closely involved in building community through democratic processes.

4. In order to intentionally live our mission in our daily team work, a set of Right Relations guidelines is recommended for all Committees and Teams. Do you have an agreed upon set of guidelines? If not, please develop one this year. The Right Relations Committee will assist you as needed.

The draft of Right Relations guidelines was introduced at a meeting during the Spring of 2018 and all members using those principles in discussing a very challenging situation to agree at a decision. We have not yet met since our annual meeting but plan to review the Right Relations Guidelines at the first meeting.

5. What relationship does your group have, if any, to the 2018/19 Ends? Ends are East Shore's goals. Leave this question blank until the Board establishes the Ends.

TBD

6. What are your group's specific goals for the next year? What impact do you expect from your efforts? If an activity is listed, what result do you expect from it? How will you evaluate the impact of your efforts?

Our goals for next year will be:

- Adopt and use a group covenant that includes Right Relations and emphasizes confidentiality. *This goal will be measured by a copy of the covenant in use by the end of November.*
- Complete the recruiting process as laid out in the next section of Nominating Committee charter, focusing in leadership skills and diversity. *This goal will be measured by:*
 - a. *A record of document review and dates of meetings/interviews with the Board of Trustees and Minister(s) to learn about duties of the open position and the needs of the church and the Board;*
 - b. *A list of criteria for open positions and how it was shared;*
 - c. *Publicity to inform and solicit participation by the congregation through as many means as possible;*
 - d. *Records of active solicitation of potential candidates from diverse groups in the church;*
 - e. *The dates of meetings/interviews with appropriate staff to locate potential candidates;*

- f. *Date of Board meeting where a list of potential candidates that will be considered was presented for comment in an Executive Session;*
- g. *The dates of interviews and a list of information provided to candidates;*
- h. *A record of the slate and dates of Board meeting and Annual Congregational meeting where it was presented.*
- If requested, provide Board Committees with the names of potential candidates who have skills sets they need and help provide orientation or mentoring to new Board members. *This goal will be measured by a record of help provided to the Board of Trustees or its Committees (if any).*

Section C: Group Structure, Leadership & Decision-Making

1. Where does your group fit into East Shore's organizational structure – as a Board Committee, Ministry Team or Core Team? Who is your staff liaison or partner?

The Nominating Committee shall operate as a Standing Committee of the Board which approves its charter in accordance with the Church By-laws Article XII, Section A (2). However, the Nominating Committee is elected by the Congregation and is also responsible to the Congregation to fulfill its purpose. Dennis Fleck, Board Vice President is our Board Liaison.

2. What are the minimum and maximum number of participants? To ensure community representation, no fewer than five members is recommended. If you have fewer than five members, please explain. Who are your current team members?

In accordance with the Bylaws Article XII. Section A. (1), the Nominating Committee shall consist of five members. Should a Nominating Committee member at large (non-chair) resign or otherwise leave the group during their term, the Committee may fill the vacancy when so directed by the Board. In this case, it will appoint a new member in a timely manner using criteria and process similar to the original selection for that position. Should the chair resign or otherwise leave the Committee, the Board will fill the vacancy. It may appoint a person currently on the Nominating Committee or another person to step into that position for the remainder of the term. All appointees will serve until the next annual meeting election.

Current Members include: Connie Hirnle, chair; Kirstie Lewis; Manny Brown; Katie Edwards and Martin Cox.

3. What are the leadership roles and responsibilities within your group?

The chair is responsible to call, arrange for, and facilitate the Committee's meetings and to guide the group in carrying out its purpose and duties as outlined in the Bylaws, this charter, and the Committee's goals. The chair may delegate certain responsibilities to other Committee members. The chair shall ensure that the Committee develops and adheres to its covenant and to confidentiality. The past chair will mentor and orient the new chair.

4. How are leaders determined, and what are their term limits? Committees, please explain any differences from the term limits recommended in the Overview Section above.

The chair of the Nominating Committee is the Board-appointed, alternate year, past vice president of the Board of Trustees. The chair's term limit is two years according to the Church Bylaws Article XII. Section A. (1). The chair's term may consist of two consecutive one-year appointments by the Board.

5. What, if any, are the term limits for your members? Committees please explain any differences from the term limits recommended in the Overview Section above.

In accordance with the Bylaws Article XII. Section A. (1), four members shall be elected by the congregation to two-year terms with two elected each year. The fifth member shall be appointed to a one-year term by the Board of Trustees. Elected members who have served a full two-year term are not eligible for reelection until one year has elapsed following the completion of their terms.

6. How are decisions made in your group (consensus, majority vote, officers, super majority percent)? What quorum is needed? Is email vote allowed?

The group will strive to make decisions by consensus. When consensus is not possible a vote of all five members (even if they are not in attendance at a particular meeting) will be taken, with majority rule. Email can be used to assure all members have input and a vote.

7. How are records kept and passed on for your group? If you are a Board Committee, what one person on your team will send the meeting minutes to the Chair of the Archives Team?

A secure site (esucnomcom@gmail) was set up in 2018 allowing only current Nominating Committee members access, so that confidential information could be shared. Minutes shall not be kept permanently but shall serve only to expedite and track the work of the committee during its current year. At the end of each year, the Chair

shall summarize the work of the committee, including data to measure goal attainment and a list of members of the Congregation whom they have identified as good candidates for, or who have expressed interest in serving as, Officers, Trustees-at-Large or members of the Nominating Committee in future years. That summary, together with the current Nominating Committee Charter and relevant Bylaws shall be maintained in the secure site and discussed with the incoming Nominating Committee Chair. All other minutes and notes for that year shall be destroyed in a manner that preserves confidentiality.

The Chair will be responsible to send Archives important non-confidential records of the committee such as the Nominating Committee meeting dates and member attendance, adoption of Right Relations Guidelines, and other records listed as goal attainment measurements in Section B6.

8. How are members recruited and oriented to your team?

The Nominating Committee reviews expected vacancies for the upcoming year and uses a standardized review process to evaluate and recruit members of the congregation who would be excellent candidates. The job description for the role of Nominating Committee member was developed in 2018 and it is reviewed with any potential candidate, so they are aware of the job requirements. If more candidates are identified and willing to serve, the Nominating Committee votes on the final candidates. The slate, including candidates for Nominating Committee is announced to the congregation 5 weeks before the annual congregational meeting. Nominations by petition are also accepted as outlined in Bylaws Article X. Section B (2). Ultimately members of the congregation vote at the congregational meeting to approve all Nominating Committee members.

Committee members will recruit potential candidates for open positions on both the Nominating Committee and the Board of Trustees by:

- Becoming familiar with the needs of the church, the duties of the open positions, and the skills needed to provide a well-rounded and functional board, to include reviewing the Nominating Committee Charter, relevant By-laws, Board Policies, and job descriptions and consulting with the Board of Trustees and the Minister(s) by the fifth month in advance of the Annual Congregational Meeting;
- Developing annual criteria for candidate selection (such as past-experience in church leadership or committee work, participation in learning opportunities about church governance, constructive communication skills, and progressive multi-cultural awareness, or other relevant experiences, abilities, or qualities) and sharing it with the Board, staff, and congregation;

- Educating the congregation about the Nominating Committee's role in the church and actively soliciting its participation in the search for candidates through as many publicity mediums as possible including email blurb, website notation, order of service reminder, worship service announcement, newsletter article, word of mouth, letter, etc.;
- Consulting with appropriate staff members to locate potential candidates to consider;
- Doing initial exploratory conversations with possible candidates to create a list of viable potential candidates for further consideration;
- Presenting a list of potential candidates to the Board for their feedback at least three months before the annual meeting.
- Interviewing potential candidates based on the criteria and providing them with enough information about duties and the commitment to all meeting and retreat schedules, inviting their questions and/or referring them to talk with members who currently hold or have recently held a similar position (person specific details and proposed slate to be kept confidential by candidates and others until the slate is announced), so that they can make well informed decisions about accepting the call;
- Presenting their slate of candidates to the Board (as informational only) before it is published to the congregation and at least two months before the month of the annual meeting.

Second year Committee members will provide an orientation to newly elected first year members by mentoring them. And Nominating Committee members will help orient new Board members, if requested by the Board of Trustees.

9. What, if any, qualifications are required for membership or leadership?

Nominating Committee members must be over 18 years of age and a member of East Shore Unitarian church. The chair is appointed by the Board of Trustees. Nominating Committee candidates shall be selected who represent a broad range of interests within the church. They should be strongly committed to the church, active in its affairs, aware of the needs of the church and known well enough to be able to solicit the advice and opinions of the congregation. Currently serving members of the Board may not serve on the Nominating Committee.

10. How does your group communicate and collaborate with the larger East Shore community?

The Nominating Committee communicates and collaborates with the Larger East Shore community as outlined in the process for recruiting candidates and in accordance with the Bylaws.

11. What one person on your team is authorized to approve communications publicized by Staff? Who is the designated back up person?

The Chair is responsible for approving and communicating any announcements distributed to the congregation. The Chair may delegate this to another Nominating Committee member, and in such case, will inform the Membership Development Manager.

12. What types of decisions is your group authorized to make?

The Nominating Committee is authorized through the church Bylaws to present a slate of candidates for open positions of the Board and the Nominating Committee at the annual congregational meeting. If so directed by the Board, it is also authorized to fill at-large (non-chair) positions on the Nominating Committee that become vacant before the term is over.

13. What kinds of recommendations, if any, does your group make and to whom (Board, Minister, Staff, congregation)?

The Nominating Committee recommends its slate of candidates to the Board and to the congregation. It also recommends candidates with needed skill sets to Board Committees, and other leadership positions upon request.

14. Does your group plan to sponsor any outside groups to use the church facilities? If so, please see Board Policy 1.16a and the Staff Procedures for Sponsorship of outside groups.

No

15. What is the expectation for longevity of the group and the plan, if any, for disbanding the group?

The Nominating Committee is expected to serve continuously as a Standing Committee of the Board until the Bylaws no longer call for it

Section D: Finances

1. Will your group present a budget proposal to the Budget Team next year?

No. The Nominating Committee has no expected needs for church funds. The Committee will submit requests for budget through the annual budget process if it identifies anything that might require church funds (such as recruitment strategy consultation).

2. If the Operating Fund is unable to grant the full amount of your budget request, will the group reduce its expenses or do its own fundraising?

N/A see above

3. If your group plans to do fundraising, please describe how it will go about this. If you plan to solicit donations, use the following wording: "Your donation goes to East Shore's operating funds which supports (name of your team) and other programs."

N/A see above

4. What kind of decision process exists for how money is used?

If the need should arise, the Committee would use the same process previously described for making decisions.

5. Which one person on your team is authorized to approve team expenses? Who is the designated back up person?

If the need should arise, the chair would be authorized to approve or may delegate to another member of the Committee.

6. Does your group have the need for a Prudent Reserve (funds set aside to hedge against a contractual liability)? If so, how much and what for?

N/A

Approved by the Board October 16, 2018