



## Nominations Guidelines

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Past President will chair the Nominations Committee.

#### **NEWH Chapter Board Succession Plan vs Nominations for Elected Positions**

The NEWH Chapter Board Succession Plan begins at the VP/Development position, which is elected. After one year, the VP/Development becomes the VP/Administration, then President, then Past President, and finally Executive Advisor.

- Succession planning ensures knowledge and stability for the Chapter and follows the NEWH, Inc. Board Model.
- When a member agrees to run for VP/Development, they are making a 5-year commitment to the Chapter

The following positions on the Chapter Board are filled through the nominations process. Other than VP/Development, the positions are a one (1) year term, with the option to hold that position for two (2) terms.

- VP/Development
- Secretary
- Treasurer
- Director/Scholarship
- Director/Membership
- Director/Programming
- Director Fundraising
- Director/Marketing
- Director/Equity, Inclusion, and Diversity
- Director/Student Relations

#### **Nomination Process:**

- NEWH, Inc. will notify the Chapter President and Past President of any Board member coming up on 10 years of service or serving their 10th year. A person cannot serve on the Board for more than 10 years unless moving through the succession plan. (The NEWH Chapter Board succession plan is described below.)
- The nomination/election process begins in July and concludes in October (timeline follows).
- Nominations will be completed by the middle of October. Failure to do so will put the Chapter in non-compliance and the Chapter Charter will be at risk.

Identify and qualify potential candidates.

- Ensure candidates are General members in good standing and have voting privileges as outlined by the NEWH By-Laws. Associate and Student members are not eligible to hold a voting position (excluding student representative) or chair a committee but can *serve* on committees.
- Review the slate of candidates to ensure that the Board does not have family members or more than one person from any specific company serving at the same time.
- Throughout the year, look to identify potential candidates for next year's Board. Don't just 'fill' open positions but ask people what they are interested in and try to make a good fit.
- Put a bug in their ear... 'We think you would be a perfect fit on our board next year!' or 'We have our eye on you for Membership Director next year'. This gives them a chance to think about it and to consider it a privilege to serve on your Board.

Contact members who have been nominated for acceptance of nomination.

Only one member can hold a voting position.

- If two people are interested in a position...
  - Both will be listed on the ballot and the membership will decide by voting.
  - 'Winning' person is named director / 2nd person can be asked to be the chair.

Notify candidates of voting results.

Announce election results to Board and members.

- Be sure election results are announced to the candidates first.
- NEWH, Inc. will email a Board announcement to the general membership.
- Please introduce new Board members at your next event.

If a Board position is not filled, and you are thinking about appointing a person that has served two consecutive terms already in that position, you will need to get approval from the NEWH, Inc. Board. The only position that is excluded is the Treasurer position which can **ONLY** serve two consecutive terms, never a third.

**Committee Chairs** are nominated by the Director they would serve under and are approved by the Board as a whole.

- Members serving as Chairs should be mentored to ready them to run for the Directorship when there is a vacancy.
- A Chapter Director can have several Committee Chairs under him/her (i.e., a Committee Chair appointed for each major event who reports to the Director.) The committee chair may have committee members.)



## Nominations Timeline:

### July

- **First two weeks of July.** The Past President, who acts as the Nominating Chair, will form a committee to find people interested in serving on the Board. Include the Vice President/Administration on the Nominations Committee. If there is not an acting Past President, the Executive Advisor will assume the role of Nomination Chair.

### August

- **1<sup>st</sup> week of August.** The nomination e-blast will be sent to your Chapter membership to solicit nominations. The nomination deadline will be 10 days from the e-blast. As the nominations come in, the candidates' membership status will be confirmed and the NEWH, Inc. Office will check to see that the person hasn't served in the position requested for more than two consecutive terms. The nominations will then be forwarded on to the Nomination Chair.

### August /September

- **Mid through late August.** The Nomination Chair will notify each candidate to confirm acceptance of nomination.
- **2<sup>nd</sup> week of September.** The Nomination Chair returns completed slate back to NEWH, Inc. Office to compile the ballot.
- **Last week of September.** NEWH, Inc. Office will send out the voting ballot.

### October

- **First week of October.** Deadline date for membership to vote.
- **Mid-October.** NEWH, Inc. Office sends results back to the Nomination Chair, who will then inform all nominees and current Chapter Board of Directors of the election results.
- **Last week of October.** NEWH, Inc. Office will email Chapter's Membership announcing the upcoming Board.

## Mandatory Discipline Trainings for EC and Director Positions

### These trainings will:

- Review Board position responsibilities and accountabilities in detail.
- Provide an opportunity to formulate and submit questions regarding your position.
- Establish a relationship with the NEWH, Inc. staff 'go-to person' for your position.

### ALL BOARD MEMBERS MUST COMPLETE THE MANDATORY POSITION TRAINING

- A link to the position training will be provided to each Board member for their specific position.
- Training should be completed by the end of February.
- The Board members will be required to answer questions about the training and submit their answers to confirm training completion.