

# HOW: Process flow

## STEP 1: September Call for nominations

Exec Dir (ED) distributes role description & opens call for nominees for Chair.

Fdn members nominate through:

1. Self nomination
2. Peer nomination
3. Board nomination

Nominating window stays open for 2 to 3 weeks.



## STEP 2: October Compile nominations

ED confirms basic compliance with requirements and compiles list of nominees.

Current Chair contacts nominees to confirm willingness to serve.

Nominees prepare a brief written statement summarizing interest and qualifications.



## STEP 3: Nov Board Meeting Review/discuss

ED presents nominees to Board.

Nominees may offer brief remarks to Board <optional>

If there are 3 or more nominees, Board votes (by written ballot) to narrow to top 2 candidates.

Nominees who are current Board members may vote but recuse self during discussion.



## STEP 4: Dec / Jan Continue review as needed

*As needed* – Board may engage in add'l conversation and/or gather more information about nominees' qualifications.

## STEP 5: Feb Board Meeting Selection decision

Board selects and votes (by written ballot) to appoint Chair.

Outgoing Chair communicates the selection decision to all Foundation members.

Chair-elect, outgoing Chair, and Executive Director arrange transition meetings to occur from February to July.



## Step 6: April Exec Nominating for Trustees

Regular branch-based nominating process begins for other Trustee seats.

Branches submit nominations and Executive Committee reviews, as per existing process.



## Step 7: May Board Meeting

The Board votes upon other Trustees, as per existing process.



## Step 8: Transition

New Chair assumes position on July 1.

The outgoing President/Chair supports a smooth transition and is available as an adviser as requested.

The Board commits to approaching selection through the lens of our **value of stewardship**, grounding decisions in our duty of care for the institution.

# **Review:** Board-approved process for Chair selection

## Recap of key details

- June 30 – Current chair steps down as Chair.
- July 1 – New Chair begins term.
- New Chair appointed to a 3-year term.
- Chair may be nominated to 1 additional 3-year term but shall be limited to 2 consecutive terms (6 years).
- Chair selection/nominating process is handled separately from the branch-based nominating process for other Trustees.
- The Chair must sit on the Board and Executive Committee.
- Chair nominees may come from family “at large,” i.e., need not be the branch nominee.

*[NOTE: While this document is presented anonymously, NCFP members who have a question for the foundation that created these policies may request to do so by contacting [ncfp@ncfp.org](mailto:ncfp@ncfp.org).]*