

# *Alaska Mountain & Wilderness Huts Association*

## **Board of Directors Nomination Process**

3/98

- A standing nominating committee, which may lie dormant for some months, springs to life if there is a vacancy on the board or by late summer each year.
- The committee reviews board skills needed for the upcoming year, identifies skills gaps that will exist once that year's board members “retire,” and confirms this with the board as a whole.
- The committee reviews the “What our board does” sheet (combination basic 'job description'/agreement/questions for prospective board members, all in 1 page) and revises it if necessary.
- Committee puts out a call for nominations—this can be either tapping known individuals on the shoulder or putting out announcements seeking new and unknown talent. We send a letter and the ‘What Our Board Does’ sheet to candidates.
- Each committee member helps with individual screening—that is, making first contact with potential nominees, by phone or in person, explaining the position, answering questions, and allowing people largely to screen themselves. There is no commitment to interview a person at this point.
- The committee may call back to set up an interview with the most viable folks. The committee invites viable nominees to attend board meetings and other functions and strongly suggests their attendance so that the board can meet them and vice versa.
- The committee interviews a narrow list of viable candidates who have continued to show interest.
- The committee recommends one or two people for each available seat to the entire board by December 31 (per bylaws), and the entire board (including outgoing members) makes the selection at or before the annual meeting. New board members are announced at the annual meeting.