

Practices for Recruiting, Nominating and Approving Individuals to Serve on Boards of Province-owned Ministries

Marianist Province of the United States

December 2020

Introduction

This document outlines practices for recruiting, nominating, and approving individuals to serve on the Board of Trustees (or Board of Directors) of province-owned schools and retreat centers where the province (through the Members of the Corporation) reserves the right to approve nominees to the board.

This document incorporates best practices in board governance and provides a consistent method for recruiting quality candidates who will be good partners in mission. These recommendations and requirements help ensure balance and diversity of board composition and help ensure the organizational integrity and reputation of both the province and its sponsored ministries.

Recommendation: Selection Criteria and Nominating Committee

- a. Each board should develop and work from a set of criteria for selecting new board members and the selection criteria should be articulated as a board policy. This will drive the recruiting and nominating process.
- b. Each board should establish a standing committee (Nominating Committee) to focus on recruiting board members – assuring that nominees meet the selection criteria and add balance and diversity to the board. The Nominating Committee recommends candidates for board positions and helps prepare trustees for board service.
- c. The Nominating Committee is responsible for the following:
 1. Periodically solicit from board members and administrators the names of potential candidates to serve as trustees on the board, and the names of non-trustees to serve on standing and special committees.
 2. Maintain a pool of candidates to draw from as potential board and committee members.
 3. Conduct an annual inventory of the skills, capabilities, and other desirable characteristics of current board members, and identify specific needs for upcoming cohorts of new board members.
 4. Meet quarterly to identify and review the cultivation status of potential board members.

5. Annually, by a date specified by the board chair, provide the chair with recommendations and supporting documentation to nominate individuals to:
 - i. Serve on the ministry's board of trustees
 - ii. Serve as non-trustee committee members
6. Annually, by a date specified by the board chair, present the board chair with a slate of nominees to submit to the Members of the Corporation for approval as qualified board candidates.
7. Assist the board chair in providing properly completed Board Nomination Forms to accompany nominations submitted to the Members of the Corporation.
8. Assure that appropriate orientation is provided for new trustees approved to serve on the board, and non-trustees approved to serve on committees.

Recommendation: Non-Trustees Serving on Board Committees

- a. Where allowed by the ministry's bylaws or board policy, non-trustees should be invited to participate in the work of board committees to increase professional skills on each committee and to get to know potential candidates for future board positions.
- b. Non-trustees proposed to serve on board committees must be approved by the board chair.
- c. The chair of each committee will assure that non-trustees serving on board committees complete and sign a Volunteer Information Form, indicating their agreement to the expectations of members of board committees (and other expectations required by the ministry). Completed forms should be returned to the ministry's CEO.
- d. Non-trustees serving on board committees must participate in appropriate orientation for volunteers.

Requirement: Nomination and Approval Process

- a. Province-owned schools and retreat centers must adhere to their institution's bylaws and board policies regarding the election of trustees to serve on governing boards. Those bylaws include language that the province (through the Members of the Corporation) reserves the right to approve nominees to the board.
- b. The ministry's board chair and CEO are responsible for submitting documents required by the Members of the Corporation to consider approval of candidates.

Note: Please allow four to six weeks for nominations to be approved. This provides adequate time to screen the nominees and to coordinate time for the Members of the Corporation to meet and approve the nominees.

- c. The Office of Sponsorship will provide support to sponsored ministries in the nomination and approval process. Documentation required for trustee approval by the Members of the Corporation should be submitted:

Via email (preferred): sponsorship@marianist.com

Or via postal mail: Marianist Province of the United States
Attn: Director, Office of Sponsorship
4425 West Pine Boulevard
St. Louis, MO 63108-2301

- d. Documents required for trustee approval by the Members of the Corporation include:
 1. A fully completed Board Nomination Form for each person nominated
 2. A cover letter, signed by the Board Chair and CEO of the ministry, attesting that:
 - i. Board Nomination Forms are attached to aid the Members of the Corporation in approving the nominations;
 - ii. Each of the nominees submitted has served in some volunteer capacity in the past and/or is personally known to the ministry's community; and
 - iii. The Board Chair and CEO of the ministry support these nominations.
- e. As part of the screening process, the Members of the Corporation will conduct a general public records search for all applications to help ensure organizational integrity and reputation.
- f. Approved candidates may be added to the ministry's board within three years of their date of approval by the Members of the Corporation.