



Regional Task Force on the Homeless

San Diego City & County

Policy:	Board Recruitment & Selection	Policy Number:	RTFHBP3
Owner of Policy:	Governance Board		
Policy Sponsor:	Nominations & Selection Advisory Committee		
Policy Approval By:	Governance Board & Membership		

Original Effective Date:	Reviewed Date(s):	Revised Date(s):
12/8/16		

1. PURPOSE

The nomination and selection of Regional Task Force on the Homeless (RTFH) Governance Board (Board) members is the prerogative of the members of the RTFH through the election process. However, given the responsibilities of the Board, there is a need for the Board to have an appropriate mix of expertise and experience. Policies and procedures must facilitate the election of those people who best meet the needs of the Board.

Board members should provide an appropriate mix of skills to provide the necessary breadth and depth of knowledge and experience to meet the Board’s responsibilities and objectives. The Board also aims for a composition that will appropriately represent the interests of RTFH stakeholders, the local community, and will reflect diversity in its composition by recruiting members with varied geographical, social, economic, environmental, business, and cultural backgrounds. The Board should maintain a reasonable balance with respect to age and gender.

2. POLICY

The Board should attempt, using its network of contacts within and without the RTFH’s membership, to identify appropriate individuals with needed skills and interests as potential Board members. When vacancies arise among the elected Board positions, such individuals should be invited to be nominated for election. Election of the Board will be staggered to ensure continuity; half will be up for election each year. All Board recruitment and selection policies outlined in the RTFH Bylaws and Governance Charter are incorporated herein by reference.

The Board will ensure there are processes for:

- Application to join;
- Criteria for selection;
- Notification of selection; and
- Board Member responsibilities.

3. PROCEDURE

Governance Board, Non-Service Provider & Non-Elected Official Seats

The Board shall regularly assess its composition by reference to criteria outlined in the RTFH Charter and Bylaws as well as:

- Necessary areas of expertise;
- The ideal balance between experience and freshness;

- Desirable diversity in relevant areas; and
- Contributions from relevant stakeholders.

The Board shall identify areas where existing board composition falls short of the ideal. Board members shall attempt to recruit Board candidates from their networks who would fill those gaps.

The Board shall collect suggestions from members and draw-up a list of suitable candidates for the Board, and for Board committees and working parties. Where vacancies occur on the Board or its committees and working parties other than at the expiration of elected terms, nominations or appointments, as outlined in the Charter and Bylaws, shall be made from this list. Before each annual election, the Board shall attempt to recruit nominations for the Board from this list.

Responsibilities

- It shall be the responsibility of each member of the Board to explore among their networks potential nominees for a position on the Board.
- It shall be the responsibility of RTFH staff to ensure any nominees, candidates or new members are acquainted with the RTFH's purposes, policies and procedures.
- The Board shall appoint a Nominations and Selection Committee (N&S) as a standing committee of the Board to carry out the responsibilities set out in this policy.

For example:

- Direct communication with community members and Advisory Committees to determine expressions of interest in becoming Directors.
- Draw-up and maintain a list of prospective candidates for the Board. All entries on this list shall be reported to the Board.
- Review, interview and assess all applicants, and nominate a proposed slate of Directors for election or re-election to the Board. Ensure the required constituency groups are represented.
- Notify all applicants of their status.

Calendar

Below is an outline of major activities associated with Board recruitment and selection to be accomplished during the annual Board term:

- **Fall Meeting (September to December):** N&S or Sub-Committee thereof will identify number of nominees for next Board and review potential candidates.
- **Winter Meeting (December to March):** N&S or Sub-Committee thereof will identify preferred nominees and assign responsibility for individual recruitment.
- **Spring Meeting #1 (March to May):** N&S or Sub-Committee thereof will confirm nominees and recommend to the Board. Prior to the Annual General Meeting and subsequent to the N&S Meeting, proposed new Directors will be provided with observer status and encouraged to attend any and all meetings of the Board and its Committees.
- **Spring Meeting #2 (March to May):** Board will confirm nominees and recommend to the Full Membership.
- **Annual General Meeting (June):** Full Membership will elect new Directors.
- **Summer Meeting:** Board is sworn-in and submits signed Board Commitment Form as well as Conflict of Interest disclosures. Subsequent to the Annual General Meeting, new Directors will receive an orientation package prior to attending the July Board and Committee Meetings, and will be invited to attend an orientation session to be presented by the Executive Committee, the Executive Director and Senior Staff in advance of the August Board and Committee Meetings.

Governance Board, Service Provider Seats

The Full Membership shall regularly assess its composition by reference to criteria outlined in the RTFH Bylaws as well as:

- Necessary areas of expertise;
- The ideal balance between experience and freshness;
- Desirable diversity in relevant areas; and
- Contributions from relevant stakeholders.

The Full Membership shall identify areas where existing board composition falls short of the ideal in service provider representation. Full Members shall attempt to recruit Board candidates from their networks who would fill those gaps.

The Full Membership shall collect suggestions from members and draw-up a list of suitable candidates for the designated Homeless Service Provider seats on the Board. Where vacancies occur on the Board-designated Service Provider seats other than at the expiration of elected terms, appointments shall be made from this list. Before each annual election, the Full Membership shall attempt to recruit nominations for the Board from this list.

Responsibilities

- It shall be the responsibility of each member of the Full Membership to explore among their networks potential nominees for a designated Homeless Service Provider position on the Board.
- It shall be the responsibility of RTFH staff to ensure any nominees, candidates or new members are acquainted with the RTFH's purposes, policies and procedures.
- The Full Membership shall appoint its own Nominating Committee (NC) to carry out the responsibilities related to election of the Board-designated Homeless Service Provider seats set out in this policy. For example:
 - Direct communication with community members and Advisory Committees to determine expressions of interest in becoming Board-designated Homeless Service Provider Directors.
 - Draw-up and maintain a list of prospective candidates for the Board-designated Homeless Service Provider seats. All entries on this list shall be reported to the Full Membership.
 - Review, interview and assess all applicants, and nominate a proposed slate of Board-designated Homeless Service Provider Directors for election or re-election to the Board. Ensure the required constituency groups are represented.
 - Notify all applicants of their status.

Governance Board, Elected Official Seats

The Intergovernmental Council (IC), which serves in an advisory capacity to the Board, shall regularly assess the composition of the Elected Official seats by reference to criteria outlined in the RTFH Charter and Bylaws as well as:

- Necessary areas of expertise;
- The ideal balance between experience and freshness;
- Desirable diversity in relevant areas; and
- Contributions from relevant stakeholders.

The IC shall identify areas where existing Board composition falls short of the ideal within the elected official seats. IC members shall attempt to recruit Elected Official Board candidates from their networks who would fill those gaps.

The IC shall collect suggestions from members and draw-up a list of suitable candidates for the Board. Where vacancies occur on the Board within the Elected Official seats other than at

the expiration of elected terms, nominations, as outlined in the Charter and Bylaws, shall be made from this list. Before each annual election, the IC shall attempt to recruit nominations for the Board from this list.

Responsibilities

- It shall be the responsibility of each member of the IC to explore among their networks potential nominees for an Elected Official position on the Board.
- It shall be the responsibility of RTFH staff to ensure any nominees, candidates or new members are acquainted with the RTFH's purposes, policies and procedures.
- The IC shall serve as its own nominating body to carry out the responsibilities set out in this policy. For example:
 - Direct communication with Elected Officials to determine expressions of interest in becoming Directors.
 - Draw-up and maintain a list of prospective candidates. All entries on this list shall be reported to the Board.
 - Review, interview and assess all applicants, and nominate a proposed slate of Elected Official Directors for election or re-election to the Board.
 - Notify all applicants of their status.

Calendar

Below is an outline of major activities associated with Elected Official Director recruitment and selection to be accomplished during the annual Board term:

- **Fall Meeting (September to December):** IC will identify number of nominees for next Board and review potential candidates.
- **Winter Meeting (December to March):** IC will identify preferred nominees and assign responsibility for individual recruitment.
- **Spring Meeting #1 (March to May):** IC will confirm nominees and recommend to the Board. Prior to the Annual General Meeting, proposed new Directors will be provided with observer status and encouraged to attend any and all meetings of the Board and its Committees.
- **Spring Meeting #2 (March to May):** Board will confirm nominees and recommend to the Full Membership.
- **Annual General Meeting (June):** Full Membership will elect new Directors.
- **Summer Meeting:** Board is sworn-in and submits signed Board Commitment Form as well as Conflict of Interest disclosures. Subsequent to the Annual General Meeting, new Directors will receive an orientation package prior to attending the July Board and Committee Meetings, and will be invited to attend an orientation session to be presented by the Executive Committee, the Executive Director and Senior Staff in advance of the August Board and Committee Meetings

Governance Board, Vacancies

Where vacancies occur on the Board other than at the expiration of elected terms, nominations will be made and ratified, as outlined in the Charter and Bylaws.

Nominees, (Non) Service Provider Seats

Directorship in the Board is open to organizations and individuals who support the RTFH's mission to end homelessness in the San Diego Region.

Application

Nominees will be required to submit an application along with all relevant attachments during the open application period.

Notification of Selection

Within 30-days of Annual General Meeting, candidates will be notified of their application's status via their preferred method of contact.

Board Participation Requirements

Those seeking Directorship must be either Organizational or Individual Members of the RTFH. Please see Policy Number RTFHBP1 for an overview of this policy and procedure. Additionally, Board Members must follow all requirements outlined in the Board Commitment Form (Attachment A), including but not limited to:

- Attend at least 50% of all Board meetings or send a designee.
- Serve on committees and take on special assignments as needed.
- Remain informed about the RTFH's mission, services, and policies and promote the RTFH, as agreed annually by the Board.
- Participate in (1) the annual strategic planning retreat, (2) Board self-evaluation programs, and (3) Board development workshops, seminars, and other educational events.
- Protect any confidential information provided to, or generated by, the activities of the Board.