

Procedural Guidelines for Contacting Candidates by the Nominating Committee

Preamble. Since Missions Fest is sponsored solely by churches, the Nominating Committee will want to respect this basic principle by the order in which they invite potential candidates to stand for election to the Board of Directors.

1. As the Nominating Committee begins to pray for God's direction on who should be considered to be invited to allow their names to stand, they should first contact the Sponsoring Church to ask if they think that this person is suitable for the position.
2. If the suggested candidate is suitable, then a member of the Nominating Committee should contact this person to see if he/she is interested, willing and able to let his/her name stand. If this person is interested, then a copy of the constitution, job description, director's calendar, and the AGM financial statement and report should be given this person before they agree to let their name stand.
The potential candidate should be given a reasonable amount of time to make a decision and a date set for a reply.
3. After the potential candidate has had time to read the materials and pray about this possibility, then the Nominating Committee member should follow up by calling him/her. If the candidate is willing to serve, then a biographical sketch should be requested at least one month before the AGM.
4. If a potential candidate is not from a Sponsoring Church, the above procedure should still follow, beginning with contacting the leadership of this person's church. However, the church would need to become a Sponsoring Church before this person's name could be presented to the AGM.