

## **Policy and Guidelines for the Nominating Committee**

### **Purpose:**

1. Search for candidates to The Board of Directors;
2. Prepare and submit the list of nominations to the Annual General Meeting of the Missions Fest Society;

### **Organization:**

3. The Nominating Committee shall consist of 6 members of the Missions Fest Society;
  - a. Three Non-Board Members
  - b. Two Board Members and
  - c. The Chief Executive Officer as an ex-officio member
4. The chair shall be a Non-Board member and be chosen from within the committee;
5. Each year The Board shall elect their two Directors from among those who are presently serving the first year of their two-year term of office;
6. The Non-board members of the Nominating Committee shall be elected by the membership at a special meeting of the Society. The Non-Board members shall serve a term of three years after which one year must elapse before being eligible for re-election; The terms shall be set up and maintained, such that at least one member of the committee is replaced each year;
7. If a committee member is not able to finish their three-year term, a replacement person shall be sought to complete the term.

### **Responsibilities:**

8. A letter must be sent out to all members and sponsoring churches inviting them to submit names of candidates to the Board of Directors and must also inform them of the closing date of the nominations. The closing date for nominations shall be 8 weeks prior to the AGM.
9. The Chair shall contact all Directors who are completing their two-year term and who are eligible for nomination to know if they are willing to serve another two-year term.
10. All candidates shall be considered and evaluated.
11. Candidates shall meet the requirements of the Constitution and Bylaws for membership in the Society and for Directors;
12. The Nominating Committee shall provide to the candidate prior to his or her accepting to be nominated, copies of the following:
  - a. The Constitution and Bylaws of the Society
  - b. A job description of directors including rights, duties and possible liabilities
  - c. A schedule of regular Board meetings, planning meetings, retreats etc
  - d. The most recent (annual) report of the Society, including finances.

**Procedure:**

13. Candidates will be evaluated to ensure they meet the requirements listed below under "Screening Criteria".
14. The Nominating Committee shall notify all candidates who meet the requirements and inform them that they are being recommended for nomination.
15. The Nominating Committee shall file a report with the Chair of Board of Directors listing all candidates and their biographical sketches 5 weeks prior to the AGM. The Chair of the Board of Directors shall advise the Chair of the Nominating Committee of any candidates that are a concern.
16. The list of eligible nominees and their biographical sketches must be made known to the membership and Sponsoring Churches 3 weeks prior to the AGM.
17. The usual number of Directors is no more than fifteen (15).
18. At the Annual General Meeting, the chair of the Nominating Committee will present the names of the nominees to the membership for election.

**Screening Criteria for Nominees:**

- a. Must meet the requirements of the Constitution and Bylaws for membership in the Society and for Directors.
- b. Must be a member in good standing of a Sponsoring Church of Missions Fest
- c. Has the approval of his local church and/or Pastor
- d. Has been a Christian for a minimum of 5 years
- e. Should be one who has a history of being involved in his local church
- f. Is familiar with Missions Fest
- g. Has had experience working on committees and/or boards
- h. Has demonstrated some interest in cross-cultural missions
- i. Be able to contribute some particular expertise or experience to the organization
- j. Is comfortable working with persons from a wide variety of theological and institutional backgrounds.
- k. Be a person of good character and reputation
- l. Be committed to missions and Missions Fest.
- m. Be a cooperative worker, a good communicator, problem solver and a visionary.

**Accountability:**

20. The Nominating Committee is directly accountable to the Membership of the Society.

(\*Note: To begin the process of rotation, a one-time process, certain designations must be made in the first year of implementation. Each of these Non-board members must be designated as either serving a one-year, two-year or three-year term.)

