



GreySheet World Service Board of Trustees

Nominating Committee Procedures

Friday October 11, 2002

1. The Nominating Committee will consist of an odd number of Board members as appointed by the Board, e.g., 3 or 5, etc. each of whom will have at least five years of abstinence.
2. The NC will maintain a list of interested candidates in preparation for the next vacancy.
 - a) The Nominating Committee (NC) will accept suggestions throughout the year for prospective Board members.
 - b) Sources may include the interested GreySheet member, Board members, or other GreySheeters.
 - c) Within 30 days of receiving a suggestion, the Chair of the NC will ensure* that the candidate is willing and eligible to accept a position on the Board before adding them to the list. (See eligibility interview form below.)
 - d) The Chair of the NC will ensure* that each interested candidate understands the process of review, recommendation, and approval and the amount of time it might be before any further action is taken.
3. The Chair of the NC will report* to the Board each month on:
 - a) Any changes in the list of candidates.
 - b) Progress made towards recommending candidates to the Board (see procedures below). In the event of a vacancy, the NC will make a recommendation to the Board on a candidate to fill the vacancy within 30 days of receiving notification from the Secretary of the resignation of a Board member.
4. Procedures for selecting candidates to recommend to the Board:
 - a) One NC member will speak with each eligible candidate. This conversation might include a review of the purpose of the Board and the types of activities in which the member might become involved as well as the NC member's experience of serving on the Board. Each NC member will keep notes for these conversations. Questions to ask include:
 - i) Why are you interested in serving on the Board?
 - ii) What do you think you can bring to the Board?



- b) All members of the NC will then meet (either in person or by phone) to discuss the candidates and agree on the recommendations to be made to the Board. The Chair of the NC will ensure that each candidate not recommended to the Board be informed of the NC's decision within 7 days. The Chair of the NC will give each candidate the opportunity to remain on the list for future openings or to remove themselves from further consideration. The NC will keep minutes of their meetings.
- c) The Chair of the NC will forward* the recommendations to the Board for approval. This may occur at a regular or special Board meeting or via email from the Secretary with approval votes returned by email to the Secretary.
- d) Once the Board has made its decision, the Chair of the NC will ensure* that each candidate is informed of this decision within 7 days. The Chair will invite* the approved candidate to join the Board for the next regular meeting.
- e) The Chair of the NC will forward contact information for the new Board member and copies of Eligibility Interviews, notes from NC conversations, and Minutes from NC meetings to the Secretary within 7 days.

* The Chair of the NC has responsibility to make sure all of this activities occur but may delegate them to other NC members.



Nomination Committee Eligibility Interview

Instructions: Complete this form to determine eligibility of suggested Board member candidates within 30 days of receiving suggestion. When a Board vacancy occurs, forward a copy of the completed form to all Nominating Committee members so that they may consider the eligible candidates.

Nominating Committee Member Conducting Interview: _____

Date of Interview: _____

This candidate is willing to serve on the Board: Yes No

Candidate Full Name: _____

Address: _____

Phone: Home _____ Work: _____ Cell: _____

Email: _____

Abstinence Date: _____

Minimum is two years

Service History: _____

Examples: Has started a meeting in a new community, served as GSR, secretary, treasurer, or booker for live or phone meetings, helped to organize GreySheet events such as Round Ups or Retreats, maintained GreySheet phone list, moderated GreyNet, maintained GreySheet website, maintained GreySheet meeting list, led retreats, etc

Skills or experience of value to the Board: _____

Examples: Has served on Executive committee of other nonprofit boards, is an attorney, accountant, or bookkeeper, etc, has organized services such as a telephone hotline, maintained a website, written literature, or created new organizations such as the proposed GreySheet conference, etc

Ability to commit at least two hours per month to the Board (one hour live or telephone meeting plus one hour other service): Yes No

Regular use of electronic mail and ability to receive attachments: Yes No

Segment of the GreySheet community to be represented: _____

Examples: Geographic area such as Long Island, Europe, Asia, Canada, Midwest, Los Angeles, etc or some other group such as men, non-English speakers, etc.