

SMANA BOARD MEMBER RECRUITMENT POLICY AND PROCEDURES

The SMANA Board of Directors will maintain a general list of expertise it wishes to have among its board, and will identify target expertise for open board positions. Board members should be “on the look out” for candidates. A board member could end up being the point-of-contact for candidates either by actively seeking them out or responding to unsolicited requests.

1. Point-of-contacts begin by asking themselves the fundamental question: Does the candidate satisfy a vacant expertise need or position that has been identified by the board? Point-of-contact should share the *SMANA Board Member Expectations and Responsibilities Policy* with candidate.
2. Point-of-contact gathers preliminary feedback from board members by emailing to them the candidate’s name, occupation, employer, affiliations and interests (if possible), and the open board expertise need that they would fill. This will also include a small paragraph from the candidate describing what they think they will contribute to the group.
3. Board members respond within a week giving general comments and “yes’ or “no” on whether to proceed with the nomination.

Recruitment process ends if there is not a general consensus that the person is appropriate and fills a gap. If it’s ambiguous – board president makes the call on whether to proceed.
4. If the decision is made to proceed with the candidate, the point-of contact provides SMANA information to the candidate. Materials include *SMANA Committee Procedures and Description* policy, the website, an annual report, etc.
5. If candidate is interested in serving on the board, the point-of-contact invites the candidate to ask follow-up questions after having read the documents shared.
6. The candidate is then invited to attend a board meeting as a visitor. At the end of the board meeting (after excusing the candidate) the board votes on whether to invite the candidate onto the board.

If the board votes yes, the Governance/Internal committee emails the candidate a letter asking them to accept the nomination.

If nominee is elected, *SMANA Board Member Expectations and Responsibilities* policy begins.