

AACTMAD Nominating Committee Timeline and Process

This document outlines the process and timeline for cultivating and recruiting board members, overseeing the annual election, orienting the new board, and assessing board needs.

- **May – June. Orient the nominating committee. Begin to assess Board needs.** Chair of committee contacts members to explain the process and approach. Committee members begin to consider possible nominees for the Board and Nominating Committee. The committee explains the strategy to the board and requests their input as to possible candidates who would be good to cultivate during the year as well as the board's current take on long-term goals.
- **June-July. Begin cultivating possible candidates.** The committee sets a summer meeting date and decides on one or two brainstorming sessions or other informal opportunities to cultivate possible candidates, over the summer and fall. These events are by invitation only, and may include selected board members. Individuals are invited to attend the event so they can learn more about the organization and so we can pick their brain about how we might achieve our strategic goals. No commitments are made during these events; attendees are lightly interviewed, the organization's mission and activities are explained, and attendees are encouraged to provide ideas and other good contacts in the community. Attendees can be encouraged to attend a board meeting, consider joining a committee, or consider contributing to the organization in another way.
- **October. Review candidates and prep for election.** Meet to review the nomination and election process, assess the current needs of the board, and evaluate the candidates who have been cultivated over the summer and fall. If needed, add to the list of suspects and start cultivating a new batch. Review the nomination and election task list and assign tasks to committee members. Update the board so they understand the process and approach as well as status and timeline; determine the date of the annual meeting and ask the Board to approve it.
- **December 15. Announce the annual meeting and the election to the membership.** Report to the Board. Update the nomination form and announce the election process and schedule. If in print, this is included in the December mailing of the Dance Calendar to the membership. Deadline for receipt of nomination forms is Feb. 1.
- **January. Nominate candidates.** Update the Board of Directors with current status and timeline. Discuss potential nominees with the board. The committee decides on the number of nominees. Contact the agreed-on candidates, answer their questions, and ask them to complete the nomination form.
- **February 15. Prepare ballot and election materials.** Finalize slate of nominees and prepare the ballot for inclusion with the February mailing of the Dance Calendar. Make sure that good content is planned for the Annual Meeting by the Board. Help the Board publicize the Annual meeting, if needed, inviting all AACTMAD members.
- **April. Hold the election.** Meet prior to the Annual Meeting to tally ballots. The initial count will be done prior to the Annual Meeting of AACTMAD. Additional ballots brought to the Annual Meeting (or received before the meeting) will be counted and new board members are announced at the Annual Meeting.
- **April. Orient new board members.** Set a time and hold an orientation session for new board members. Explain and answer individual questions about Board responsibilities, policies, and operational processes. Assign experienced board members as mentors to new members.
- **April. Thank outgoing board members.**
- **May. Determine whether the Board needs other specific types of support or training.**
- **June. Follow up.** Each new board member's committee liaison should follow up to get the new member's views on their experience so far. If the new member has ideas for activities, the committee member could discuss ways of pursuing them. The new board member may also have feedback for the committee in the form of ideas about new people to be cultivated, advice or experience the board needs, etc.