

Hands on DC Event Director Nominating Committee Guidelines **Revised April 14, 2010**

Overview

The Hands on DC Nominating Committee has been charged by the Board of Directors to identify and recommend candidates for Event Co-Director. This committee solicits nominations for the position of Event Co-Director, nominates at least one individual to serve as the next year's Event Co-Director, and presents its recommendation to the Hands on DC Board of Directors, which then votes on the nominations at or before its September meeting.

Purpose

The Board created this process to increase the transparency of how the Event Co-Directors are selected, to ensure that outstanding candidates continue to be recruited to the position, and to enable the Board to make more informed decisions about the Event Co-Directors. The Nominating Committee is charged with identifying potential candidates for the Event Co-Director positions and recommending the selected candidates to the Board of Directors.

Nominating Committee Membership

The Nominating Committee is a standing committee of the Hands on DC Board. It consists of the current Event Co-Directors and two other board members. Members of the Nominating Committee serve a one-year term, from September 1 to August 31. The chair of the committee is a Board member who is not a current Event Co-Director.

All members of the Nominating Committee will be:

- Familiar with current activities of Hands on DC
- Active volunteers of Hands on DC

Nomination Procedures

The committee's responsibilities begin with publicizing information on the process and guidelines for Event Co-Director selection shortly after the annual Work-a-thon. This information consists of a list of the Nominating Committee members, this document, an application form, and a written description of the Event Co-Director position. It will be posted on the Hands on DC website as well as distributed to the Executive Committee and Organizing Committee by e-mail announcement. The committee will also encourage current Event Co-Directors to inform members of the Executive Committee about the Nominating Committee procedures throughout the year. Committee members (and Board members) may directly contact current or previously active Hands on DC volunteers to encourage them to apply for the Event Co-Director position and to answer any questions about the position and responsibilities.

Based on these applications and additional in-person, phone and/or email communications with the candidates, the Nominating Committee will identify at least one, and preferably two, Event Co-Director candidates to present to the Board of Directors. These nominees will be informed of their status prior to the presentation in order to verify their continued interest and willingness (if more than one) to jointly serve.

The Nominating Committee's recommendations will reflect criteria identified by the Board as important for the role of Event Co-Director, including but not limited to:

- Understanding of the mission and goals of Hands on DC
- Demonstration of prior commitment to Hands on DC
- Ability to lead and manage the organization
- Ability to represent Hands on DC to volunteers and the general public

At or before the August Board meeting, the Nominating Committee will summarize the selection process to the Board, including the number of applicants, the names and qualifications of the proposed candidates, and the committee's reasons for selecting them. The Board will question the committee and then vote on this recommendation.

Other candidates will not be revealed or discussed prior to the vote. After a successful vote – and at the discretion of each candidate as previously ascertained by the Nominating Committee -- their names will be revealed to the Board, including the newly appointed Event Directors. If the vote is not successful, the committee will reconvene to make an alternative proposal.

Summary Timeline

- Information about the Event Co-Director selection process is available year-round on the Hands on DC website.
- Nominations for new Event Co-Directors are typically solicited shortly after the annual Work-a-thon.
- The committee will meet at least once to consider nominees.
- At or before the August meeting, the Nominating Committee will make an oral report to the Board and answer any questions. The Board will vote whether to approve the nominee(s) at this meeting.