

## 1.0 Purpose

- 1.1** *The purpose of this document is to define the procedure for identifying and selecting individuals to join the Columbia Community Foundation Board of Directors. The responsibility for properly and professionally identifying, interviewing, and selecting new board members as the need arises for the Columbia Community Foundation is an important responsibility for all current board members.*

## 2.0 Definitions

- 2.1** *New board member candidates are defined as community members who have been identified by a current Columbia Community Foundation board member for consideration to be interviewed by the current Columbia Community Foundation board members for possible appointment to the Board of Directors.*

## 3.0 Identifying New Board Member Candidates

- 3.1** *New board member candidates will be identified when either the number of current board members falls below the minimum listed within the Columbia Community Foundation Code of Regulations or the current board members decide that additional board members are required to assist the foundation in its growth. The ideal size of the board is between the minimum stated number of board members and a number determined by the current sitting board members. This maximum number may increase or decrease as needed for the effective functioning of the board.*
- 3.2** *New board member candidates may be identified through recommendations by current board members of community members who they feel will add value or strength to the current board's composition or those who have already expressed an interest in becoming a board member candidate.*

## 4.0 Contacting New Board Member Candidates

- 4.1** *Throughout the year as a normal course of business new board member candidates may be contacted by current board members to determine their interest in being considered for possibly joining the Columbia Community Foundation Board of Directors in the future if an opening arises.*
- 4.2** *If the new board member candidate is interested in being considered for joining the Board of Directors, then they will be requested, by the current board member who recommended them, to provide their written biography or resume in electronic format to the current Board of Directors for further consideration. Their biography or resume should contain their full name and*

*contact information, number of years they have resided within the community, their interest in joining the Board of Directors, other community or organizational boards of directors that they have experience being involved with, and any other special skills or experiences that they can offer to bring to the Columbia Community Foundation Board of Directors.*

- 4.3** *A listing of interested candidates with their written biographies or resumes will be kept by the Columbia Community Foundation Secretary for official reference.*

## **5.0 Selecting New Board Member Candidates for Interviewing**

- 5.1** *If an opening on the Board of Directors becomes available or the current Board of Directors determines that an additional board member position should be added, then each new board member candidate's biography or resume will be distributed to all current members of the Columbia Community Foundation Board of Directors for review and discussion at a regularly scheduled board meeting that is at least 14 days after the biography or resume has been received and distributed.*
- 5.2** *While in executive session, an open discussion concerning the candidate's background, skills, experiences, community ties, etc. will take place among the current Board of Directors to determine if the new board member candidate should be invited to a regularly scheduled Board of Director's meeting for an interview.*
- 5.3** *After thorough discussion and consideration has taken place, a written ballot vote on each candidate individually will be taken during the meeting to determine if this new board member candidate should be invited to a regularly scheduled Board of Director's meeting for an interview.*
- 5.4** *If the current Board of Directors has determined to ask the new board member candidate to join them at a regularly scheduled Board of Director's meeting for an interview, then the notification to the new board member candidate must be made within no less than 14 days before a regularly scheduled Board of Director's meeting by the board member who recommended this individual.*
- 5.5** *If the current Board of Directors has determined not to ask the new board member candidate to join them at a regularly scheduled Board of Director's meeting for an interview, then the new board member candidate shall be informed within 14 days, by the board member who recommended them, of their denial of joining the Columbia Community Foundation Board of Directors at this time and thanked for their time and interest.*

## **6.0 Interviewing New Board Member Candidates**

**Columbia Community Foundation New Board Member Candidate Selection Policy  
Version 1.1**

- 6.1 *An interview discussion will take place among the current Board of Directors and the new board member candidate concerning the candidate's background, skills, experiences, community ties, etc. to determine if the candidate understands what is expected of members of the Board of Directors and their ability to fulfill those expectations.***
- 6.2 *If there are two or more new board member candidates, they shall be interviewed individually.***
- 6.3 *After the interview discussion has taken place, the candidate will be thanked for taking the time to meet the current Board of Directors and answer their questions, and then they will be excused from the meeting.***

**7.0 Selecting New Board Members**

- 7.1 *After the interview has taken place and the new board member candidate has been excused from the meeting, while in executive session, an open discussion among the current Board of Directors concerning the candidate's background, skills, experiences, community ties, interview answers, etc. will take place before the vote is taken.***
- 7.2 *After thorough discussion and consideration has taken place, a written ballot vote on each candidate individually will be taken during the meeting to determine if that particular new board member candidate should be invited to join the Columbia Community Foundation Board of Directors at this time.***
- 7.3 *After all of the votes are tallied, the new board member candidate shall be informed within 14 days, by an Officer, of their acceptance or denial of joining the Columbia Community Foundation Board of Directors at this time. The new board member candidate shall be thanked for their time and interest.***
- 7.4 *No denial of a new board member candidate in joining the Columbia Community Foundation Board of Directors shall prevent them from being reconsidered in the future from joining the Board of Directors utilizing this same set of procedures.***

**8.0 Policy Activation**

- 8.1 *This policy becomes active and binding immediately.***

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Ronald B. Krisko  
Columbia Community Foundation President

Deborah Hitchcock  
Columbia Community Foundation Secretary

01/11/12  
Date:

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Date: