

Florida Trail Association Nominating Committee Charter

PURPOSE:

The Nominating Committee will utilize the skill and knowledge base matrix to determine the best nominees for each open position using their best judgment and understanding of the needs and requirements of the Board of Directors.

MEMBERSHIP:

Members of the Nominating Committee will be appointed by the BOD Chair and shall be composed of two serving members of the Board of Directors and one current member of the Chapter Council per the Florida Trail Association Bylaws (Article V, Section 6). Nominating Committee members will be appointed for one (1) year and must not be eligible for any director or officer position.

RESPONSIBILITIES:

1. The Committee Chair works with FTA staff to advertise on social media and magazines, an open call for candidates to fill vacant director positions that includes any specific needs related to skills or demographics.
2. The committee reviews submitted applications and organizes interviews with all candidates to assess compatibility with the needs of the Board.
3. The committee develops an interview protocol to standardize the interview process. 4. The Committee Chair communicates with all candidates and provides FTA documents (Bylaws, BOD responsibilities) and answers questions of concern.
5. The Committee Chair creates bios, with photos, and submits all recommended candidates along with an update of progress to the Executive Director and Board Chair, prior to the first Board meeting in January.
6. The committee creates and maintains the charter and documents pertinent to the committee and shares with the incoming committee chair through a shared drive. 7. The committee coordinates with the Board Assessment and Training subcommittee to revise policies and develop documents to improve Board member experiences. 8. The committee develops an industry standard skill based assessment to fill the needs of the Board.
9. The committee recruits and develops a list of potential FTA Board members, for the benefit of incoming committee members, to interview and vet.

MEMBERSHIP:

Committee Chair: appointed by the BOD Chair

Committee Members: appointed by BOD and Committee Chairs

The Committee reports to the Board of Directors.

MEETINGS:

Meetings are scheduled, by the Committee Chair, preceding the scheduled board election.

COMMUNICATIONS:

The committee will use email and video conferencing to share documents and conduct meetings.

Approved by the Nominating Committee: March 6, 2024

Approved by the FTA, Board of Directors: March 19, 2024