

2020/2021 NOMINATION PROCESS



A Nominating Committee shall be appointed each year by the Board to assist in the election of Board Members. The Nominating Committee may be appointed at any time during the year and shall serve for the duration of the yearly selection process (approximately August thru March).

The Nominating Committee ensures that GRRR conducts election activities in a fair and transparent way, while seeking the most qualified candidates to ensure the long-term viability of GRRR. It is critical to our success that Nominating Committee members have the right leadership skills and knowledge to perform their duties and represent the diverse interests and priorities of our membership.

The Nominating Committee members shall include:

- Vice President (unless up for reelection)
- Executive Director
- 1-2 Board Members as appointed by the Board

The current Vice President shall function as the Chair of the Nominating Committee and shall convene the Nominating Committee as needed to perform their prescribed duties, which include the following:

1. Develop a timeline for the Annual Nomination Process for Board Approval (August or September).
2. Prepare a "Call for Nominations" to include:
 - a. List of open positions with Job Descriptions
 - b. Board Member Expectations
 - c. Nomination Form
3. With assistance from the Secretary, distribute Call for Nominations via email and on the website on or before November 1. Nominations may be made by any member in good standing, including those from the Board. The membership shall have approximately 2 weeks to submit nominations.
4. Upon the closing of the nominating period, the Nominating Committee shall convene to consider all nominations for their appropriateness for service in the capacity as nominated.
5. The Nominating Committee may also consider other members in good standing who are not nominated for positions by the membership.
6. While a balance of attributes will be found in the best candidates, the following documents the set of guidelines to be considered by the Nominating Committee when completing their due diligence on nominees:
 - a. The candidate's desire to serve on the Board if elected
 - b. Current status of membership
 - c. Ability to perform the duties as described in the job description for the position which they are applying
 - d. Ability to meet or exceed Board Member Expectations
 - e. General knowledge of, and participation in, GRRR activities
 - f. Prior contributions to GRRR
 - g. Specialized skills and vision that will support Leadership direction
 - h. Expertise and personality that will compliment other Leadership positions
 - i. Team player
 - j. Leadership qualities with acknowledged management skills
 - k. Contribution to a diverse mix Leaders; limit/balance the number of members:

- i. From the same company
 - ii. From the same industry
 - iii. From the same job function
 - iv. From the same family
- I. Strive for a balance in race, gender, age, background
7. The Nominating Committee will compile and present a slate of qualified candidates to the Board at the December Board Meeting, at which time the Board will deliberate, and the Board will approve the candidates.
8. Qualified candidates will be invited by the Nominating Committee to attend the January Board Meeting, or a special Board Meeting, to become more familiar with the Board processes, meet current Board members, introduce themselves, ask questions, and answer questions from current Board members.
9. Based on Board feedback from the January meeting, the Nominating Committee will present the slate of recommended candidates to the Board at the February Board Meeting, at which time the Board will deliberate the nominations, and the Board will approve the slate.
10. The Secretary will prepare the ballot in accordance with the slate of candidates approved by the Board Officers. The election will take place in March at the Annual Meeting. Members must be present at the Annual Meeting to vote. Members may "write in" a candidate if they so choose.
11. The individual(s) receiving the most votes for the designated position shall be elected. There is no quorum requirement. Results will be announced at the annual meeting. The elected candidates shall take office immediately.



2020/2021 CALL FOR NOMINATIONS

Dear GRRR Member,

We are currently accepting nominations to fill 5 positions on the Golden Retriever Rescue of the Rockies Board of Directors, commencing at our Annual Meeting in March. The positions to be filled include (please refer to the attached detailed role descriptions):

1. Secretary
2. Treasurer
3. (3) Board Members at Large

(Executive Board Roles to be voted-in by the Board at the March 2021 Board Meeting following the Annual Meeting)

NOMINATION PROCESS

Nominations will be considered by the Nomination Committee. The Nomination Committee will recommend to the current Board the slate of candidates to be voted upon by the members by secret ballot at the Annual Meeting in March.

Any member of the Chapter in good standing may nominate themselves or another member for a position.

While a balance of attributes will be found in the best candidates, the following outlines the set of guidelines to be considered by the Nominating Committee when completing their due diligence on nominees:

1. The candidate's desire to serve on the Board if elected
2. Current status of membership
3. Ability to perform the duties as described in the job description as outlined above for the position which they are applying
4. Ability to meet or exceed Board Member Expectations (attached)
5. General knowledge of, and participation in, GRRR activities
6. Prior contributions to GRRR
7. Specialized skills and vision that will support Leadership direction
8. Expertise and personality that will compliment other Leadership positions
9. Team player
10. Leadership qualities with acknowledged management skills
11. Contribution to a diverse mix Leaders; limit/balance the number of members:
 - a. From the same company
 - b. From the same industry
 - c. From the same job function
 - d. From the same family
12. Strive for a balance in race, gender, age, background

Nominees must be members in good standing at the time of the nomination and must maintain their membership throughout the term of office. If you nominate someone else, please make sure they would like to serve. *There is no guarantee that your nominee will be included in the slate of candidates.*

The individual(s) receiving the most votes for the designated position shall be elected. There is no quorum requirement. Results will be announced at the annual meeting and the elected candidates shall take office immediately.

Be sure to return your nomination by December 1, 2020 to Francie Rakiec, Executive Director, at francie.rakiec@goldenrescue.org



BOARD POSITION ROLE DESCRIPTIONS

All Board Members are expected to attend regularly scheduled monthly board meetings (5:30-8:30 on the second Monday of each month at First and Monroe in Denver/Cherry Creek Area).

Board Members are required to attend a minimum of 9 meetings annually.

ROLE: BOARD MEMBER (AT LARGE)

Reports to: Board President /Board

Purpose: To serve as a voting member of the GRRR Board of Directors, developing and executing policies, procedures and regulations, and monitoring financial performance and programs in support of GRRR's mission, vision and values.

Term: 2 years

Time Commitment/Expectations: Varies – in addition to attending meetings and events, expect to spend a minimum of one hour a week on committee or initiative work.

Responsibilities:

- Attend regularly scheduled Board meetings, on the second Monday of each month and the Annual Meeting on the first Sunday in March. It is expected that Directors will not miss more than one consecutive meeting, or two in a calendar year, unless extenuating circumstances are approved by the President.
- Fully understand and support GRRR's mission, bylaws, and fiscal policies and performance.
- Participate actively in one or more committees/activities of the Board, bringing personal and/or professional expertise to support the organization.
- Attend Board retreats, planning meetings, workshops or other activities, as scheduled.
- Attend, support and participate in as many as possible special organization events, such as the Gala, Spring Fling, Reunion Picnic, Volunteer appreciation party, etc.
- Make an annual personal and/or professional financial contribution.
- Represent GRRR to the public as an advocate for Golden Retrievers and the organization.
- Avoid any conflict, or appearance of conflict, of interest.

Skills:

- Working knowledge of GRRR's day-to-day operations
- Ability to understand GRRR's policies, procedures and fiscal issues to be able to support the work of the organization.
- Ability to understand the diverse needs of GRRR, balancing the love for Golden Retrievers with the financial realities of running the business.

ROLE: TREASURER

Reports to: Board President /Board

Purpose: To oversee GRRR's financial operations

Term: 2 years

Time Commitment/Expectations: Varies by season, from one hour a week ongoing, to significantly more during budget, tax and audit development times.

Key Responsibilities:

- Assure appropriate and ethical financial practices
- Oversee organization's finances
- Chair Finance Committee
- Coordinate with Executive Director and Bookkeeper to help:
- Advise on annual budget
- Assure management of financial processes, and inform Board regularly of status and/or needed adjustments
- Interact with CPA for, taxes, and audits and serve as liaison to Board
- Advise organization on ways to improve processes, such as:
- QuickBooks capabilities and reports
- Evaluate/manage financial trends such as costs of medicines, supplies, utilities, etc.,
- Manage expenses more proactively and consistently
- Coordinate with Fundraising Committee for ongoing financial data

Skills/Experience:

- Understanding of financial accounting for nonprofit organizations
- Familiarity with QuickBooks

ROLE: SECRETARY

Reports to: Board President /Board

Purpose: ROLE: SECRETARY

Reports to:Board President/Board

Purpose: To oversee GRRR's legal and official records

Term: 2 years

Time Commitment/Expectations: Approximately 5 hours a month for Meeting records, and varying times throughout the year for other responsibilities.

Key Responsibilities:

Certify and maintain the original, or a copy of the current Bylaws, State and Federal Registrations, and other official records of the organization.

Take minutes at Board of Directors and Annual Meetings and other special meetings. Maintain official copies of these minutes in print and/or electronic formats.

Manage reservations and appropriate amenities for facilities for regular, Annual, and special meetings of the organization.

Skills/Experience:

- Well-organized
- Basic writing and computer skills

GRRR BOARD OF DIRECTORS NOMINATION FORM

Thank you for your interest in serving as a member of the board of directors for GRRR! Please complete the form below and forward to francie.rakiec@goldenrescue.com by December 1, 2020

If you have any questions or would like further information about the positions to be filled, please contact Judi Servoss, President (judi.servoss@goldenrescue.com), Francie Rakiec, Executive Director (francie.rakiec@goldenrescue.com).

MEMBER NAME:

NOMINATION FOR THE POSITION OF:

NOMINEE INFORMATION

NAME OF NOMINEE:

BUSINESS AFFILIATION/TITLE:

PHONE NUMBER:

EMAIL:

SKILLS NOMINEE WILL CONTRIBUTE TO THE BOARD:

OTHER BOARD EXPERIENCE:

HOURS NOMINEE CAN DEVOTE TO SERVE GRRR:

REFERENCES:

Thank you!