**Board Recruitment and Nominating Committee**

The Board Recruitment and Nominating Committee meets at least 6 times per year.

Responsibilities include:

        To recruit new board members reflecting the diversity of the service area of EVE, Inc.

        To solicit applications from prospective board members for consideration.

        To annually assess gaps in representation, skills, and influence, and recruit a diverse candidate pool to ensure the needs of the agency are met.

        To review the board member candidate pool according to “Board representation/skills assessment grid” and Criteria for Participation as a Board Member.

        To identify and make recommendations for new members to the Board of Directors based on assessment and qualification of applicants.

        To conduct board orientation which includes

o   a highlight of client characteristics (I.e, age range, number of children)

o   current shelter census

o   general overview of programs

o   contents in Board Manual

o   explanation of role of Board vs the Executive Director

o   expectation that board members come prepared for each board or committee meeting which includes at a minimum reviewing all documents provided prior to a meeting and reports on all activities assigned at prior meetings

o   a highlight of committees

o   financial matters: fiscal year period, overall operational costs, deficits/surplus, audits, and other critical issues

o   annual fund development goals

o    Handouts:

  Board Manual

  Annual Fund Development Goals

  Contact information list for Executive Director and Board Members

  Strategic Plan

  List of organizations with which EVE has a collaborative relationship

  Glossary including a list of key acronyms

  Meeting schedule for committees and the Board

  Annual Reports (i.e., shelter inspection, audit)

        To educate new board members on diversity of the service area of EVE, Inc.

        To implement annual Board training for new Board members, monitor fulfillment of Eve, Inc. volunteer training attendance, and to work with the Executive Director to provide on-going training opportunities for Board members.

        To annually distribute and collect “Statement of Commitment” forms from all Board members.

        To ensure the Board President conducts annual Board member evaluation and report results.

        To evaluate Board member attendance and implement policy regarding removal from Board as stated in by-laws of EVE, Inc., and to report any actions regarding this policy to the full Board.

        To annually oversee the nomination of officers, in consultation with the Executive Director. This includes offering the opportunity to all Board members, developing a slate of officers in consultation with the Executive Director to recommend to the Board of Directors. The recommended slate is brought to the Board for approval.

        To work with the Executive Committee and Executive Director and biennially plan for board leadership succession.

        To ensure Board Monitoring Calendar activities are completed on time.

        To review and update organizational policy, By-laws, and Governance Policies as necessary, and to ensure the Board Governance policies are implemented.

        To review and report any policy changes needed for the Standard Operating Procedures Manual.