



# SAN FRANCISCO DENTAL SOCIETY

## NOMINATING COMMITTEE JOB DESCRIPTION, GUIDELINES, MATRIX & CHECKLIST

**Purpose:** The Nominating Committee is empowered with the important task of proposing and recommending new Officers and Directors to the Board of directors. The Board delineates composition, responsibilities and candidate selection process for the Nominating Committee in carrying out their responsibilities. *(Board approved 8/23/2015)*

### Primary Responsibilities

- Determine positions to be filled
- Nominate the most qualified members who have the skills and/or diverse perspectives to enable them to achieve organizational needs and goals (4/23/2020)
- Set schedule of meetings and final report to the board
- Establish candidate lists for each elected position.
- Cause the ballot to be prepared
- The committee will comply with/follow the *Nominating Committee Guidelines* and related criteria as established by the SFDS Board of Directors (Addendum A).

**Time Commitment/Meeting Schedule:** Volunteers who agree to serve on this committee are expected to attend and participate in all committee meetings (3-6) unless an emergency prevents their attendance.

The Committee meets at the direction of the Chair, as dictated by SFDS Bylaws and the Board's Operating Guidelines, for the purpose of submitting a ballot to the Executive Director for distribution to the membership in accordance with the Bylaws. All committee meetings and member interviews held at the Society office are scheduled with the Executive Director.

### Composition and Terms of Office:

The Nominating Committee will comprise six (6) voting members, the Immediate Past President (1-year term), two directors and 3 general members appointed by the president and ratified by the board, serving 2-year terms, renewable for a maximum of two additional terms. Terms are staggered. (11/2012). The executive director attends all meetings to serve as a resource and providing guidance on board approved guidelines.

The Chair of the Nominating Committee is appointed by the President. If that person declines or is unable to serve, then the Chair before him/her will be asked to serve in that position. (11/2012).

Officers of the Society are not eligible to serve on the Nominating Committee, except in the case of the Immediate Past Chair.

### Qualifications/Skills:

- Past leadership experience a plus
- Knowledgeable about duties, responsibilities and composition of the board
- Is unbiased – seeks what is best for the organization
- Ability to have a long-range view of the Society's leadership needs

**Conflict of Interest:** Should a member of the Nominating Committee decide to be a candidate for any elective officer position, that member shall resign from the Nominating Committee immediately. The President shall appoint a replacement.

#### **Filling a Vacancy on the Nominating Committee**

If a member of the Nominating Committee becomes unable to serve for any reason, the President will appoint either a general member or director, as appropriate, to fill the position.

#### **Nominations Process**

Members of the Nominating Committee are not eligible for consideration as Officers. Members will be made aware of this prior to accepting a position on the Nominating Committee.

The Nominating Committee will nominate Directors, Officers. Only candidates completing an SFDS Application, and upon completion of a face-to-face interview with the Nominating Committee, will be considered for an SFDS leadership position.

The chair of the nominating committee, as part of his or her responsibilities, will notify any applicant(s) not slated for a leadership position of that decision before the slate is submitted to the board of directors for approval. The chair will maintain closed session confidentiality and, if appropriate, provide general information to applicants not slated about the criteria used to select volunteers, advise the applicant of additional volunteer opportunities, and encourage the individual to re-apply in the future. (4/8/2021)

## **NOMINATING COMMITTEE PRIORITIES, MATRIX & CHECKLIST**

One nominee will be selected by the Committee for each open position for the upcoming calendar year. Selection of nominees by the Nominating Committee will take into consideration, in the following order of priority:

1. Consider the profile of the Board's current make-up compared to its list of needed competencies in considering how the nominee will complement and advance the short-term goals of the organization.
2. The nominee's experience and qualifications meet the requirements of the position
3. The nominee's contributions to SFDS
4. The nominee's contributions to Committee's they have served on
5. The nominee's contributions to organized dentistry.
6. The nominee's skills and/or diverse perspective enable them to achieve organizational needs and goals (4/23/2020)
7. Endeavor to nominate one new dentist each year as a candidate for director (4/23/2020)

The slate of nominees, whose consent has been secured, will be sent by mail and/or other means to each member of SFDS entitled to a vote.

### **Candidate Selection Guidelines**

Guidance to the Nominating Committee on leadership qualities, skill sets and areas of the SFDS membership that should be taken into consideration when recommending a slate of nominees for board approval and ultimate presentation to the membership for election:

- Leaders should characterize the future diversity of the SFDS membership and skill set. However, NomCom should not seek to fill or be overly guided by quotas.
- The SFDS Bylaws allow for the Board to The Board of Directors to be constituted as follows: President, President Elect, Secretary, Treasurer, Immediate Past President, BCR Representative(s) to the CDA and a range from eight (8) to eleven (11) Directors, an Editor appointed by the board and the Executive Director who shall serve as an ex-officio member without the right to vote.
- Given the Board size, each director's participation and contribution is critical. Therefore, in assessing an individual's nomination to the Board, the committee should also consider the individual's ability for effective engagement and contribution to board culture.
- Seek individuals who have exhibited strong leadership qualities both professionally and their commitment and involvement in SFDS committees and/or member societies.
- Emphasize the time and participation requirements that an individual must be able to dedicate in order to serve effectively on the Board.

- Nomination of individuals with well-rounded experience continues to be an important aspect. The size of the new slate allows us to continue shaping our Board to reflect the changes in our membership.
- The board has a need for members who both know our organization well and have experience in the governance of other organizations
- Seek individuals (when appropriate) who have a unique stature, profile and or influence in the profession that would benefit the organization, and at the same time would commit to the effort required. When nominating individuals, explain the ambassadorial responsibilities and specific attributes they possess that generate our interest so as to create some focus and direction as future directors.
- Nominees considered for office positions would require specific skill sets, i.e. treasurer should be well-versed on non-profit financial management; president-elect should know and understand the Society's Bylaws, Mission and Visions, what is meant by Conflict of Interest, and most important, Anti-trust restrictions. These are especially important when representing the Society to the public and organized dentistry.
- A president-elect shall have previously served as a delegate to the CDA HOD, have a strong foundation in the purpose and function of the House of Delegates, and understand the role of component delegates.

#### **COMPETENCY MATRIX & CHECKLIST**

- ◀ Has completed the requisite application prior to interview
- ◀ Demonstrates ability for effective engagement and contribution to board culture.
- ◀ Has exhibited strong leadership qualities both professionally and in their commitment and involvement in SFDS committees and/or member societies.
- ◀ Has well-rounded experience and is reflective of the changes in our membership
- ◀ Knows our organization well
- ◀ Has experience in the governance of other similar organizations
- ◀ Seek individuals (when appropriate) who have a unique stature, profile and or influence in the profession that would benefit the organization, and at the same time would commit to the effort required. When nominating individuals, explain the ambassadorial responsibilities and specific attributes they possess that generate our interest so as to create some focus and direction as future directors.
- ◀ Has specific skill sets suited for officer positions:
  - ◀ Well versed on non-profit financial management or willingness to learn (Treasurer)
  - ◀ Understands the Society's Bylaws, Mission and Vision, what is meant by *Conflict of Interest*, and most important, *Anti-trust* restrictions. These are especially important when representing the Society to the public and organized dentistry (president-elect)
  - ◀ Has attended the CDA House of Delegates as an alternate delegate (important when considering for a delegate position and president-elect)

- ◀ President-elect shall have previously served as a delegate to the CDA HOD, have a strong foundation in the purpose and function of the House of Delegates, and understands the role of component delegates.

## **NOMINATING COMMITTEE – COVER WITH ALL CANDIDATES:**

### **BOARD MEMBERS (2-year term):**

- ✓ Highlight the time and participation requirements that an individual must be able to dedicate in order to serve effectively on the Board.
- ✓ Attends 4 board meetings per year, attends a Board Orientation, and the Annual Board Retreat
- ✓ Attend evening CE meetings (4-6) a year
- ✓ Fiduciary responsibility to prepare for meetings, leaving personal and political agendas at the door, to serve as “stewards” focusing on the mission and strategic goals of the organization
- ✓ Financially responsible for meetings and meals (including board and board retreat)
- ✓ Every board member serves on at least one committee
- ✓ Serve as ambassadors to new members and as table hosts at in-person meetings
- ✓ Other activities invited to participate in as approved by the board
- ✓ Editor, an ex-officio, voting member of the board
- ✓ Attend Quarterly Social Hour Networking Events
- ✓ May be selected to serve as Delegate or Alternate Delegate to the CDA HOD
- ✓ May be invited to attend a CDA Leadership Conference (budget permitting)

### **OFFICERS (1-year terms unless otherwise noted): In addition to the above:**

- ✓ Attends all Board Meetings and up to 4 Executive Committee Meetings a year as called by the President
- ✓ Attends a CDA Leadership Conference (if scheduled and budget permitting)
- ✓ May be selected to serve as a Delegate or Alternate Delegate to the CDA HOD
- ✓ President-Elect serves on the Professional Development Committee and Finance Committee
- ✓ President serves on and attends most committee meetings (exceptions: Peer Review, Ethics, Governance and special task forces), is a member of the Membership, Community Dental Health, Legislative and Finance Committees and writes a President’s Message for each issue (4) of *The Bridge*
- ✓ Treasurer (2-year term) serves as Finance Chair and serves on the Professional Committee; subsequent 1-year terms to a max of 4 total years as treasurer
- ✓ Secretary chairs the Governance Committee and serves on the Membership/NDC as an ex-officio member with the right to vote