


# NOMINATIONS POLICY

Date adopted: 23, Sept. 2006

Signed by:  \_\_\_\_\_, Vice President

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## Background

Serving on the Executive Board of the National Association of State Boating Law Administrators (NASBLA) provides individuals with an opportunity to help guide the business of the Association. In general, the board acts in trusteeship to the members of the Association, formulates the policies of the Association, and supervises their execution, as defined in the Association's Bylaws. The Board has general authority over the funds, property and management of the Association, supervises the Chief Executive Officer, and has significant legal, fiduciary and ethical responsibilities. Examples of board activities, per the Bylaws, are:

1. Oversee and set policies on the fiscal, budgetary, audit, and administrative affairs of the Association and authorize their implementation;
2. Determine and periodically evaluate the Association's mission and purpose, and the performance of the Board and the Association in that regard;
3. Ensure the availability of adequate fiscal and human resources for operating and maintaining the Association;
4. Establish and periodically evaluate the direction and content of all programs, products and services sponsored by the Association;
5. Select and define the authority, compensation and responsibilities of the Chief Executive Officer of the Association or other staff and monitor performance;
6. Promote the Association's interests and image;
7. Adjudicate grievances brought forth by staff and members of the Association;
8. Prepare the agenda for the business meeting or meetings that shall occur at an annual or other conference of the Association.

Those who have previously served on the Executive Board have found the experience to be challenging and rewarding. Members who have served NASBLA in this capacity have gained a great deal from the experience.

A President, Vice President, Treasurer, Past President, and three (3) Members-At-Large make up the seven-member Executive Board. Per the Bylaws, an election of the Executive Board is held at the annual business meeting. The terms of office for the President, Vice President, and Treasurer are one (1) year, beginning on the first day following the conference at which they were elected and ending on the last day of the conference at which their successors are elected. The Past President serves as an Officer until such time as the incumbent President completes the term for that office. The terms for Members-at-Large are staggered and are to be three (3) years each, beginning on the first day following the conference at which they were elected and ending on the last day of the conference at which their successors are elected. Members-at-Large are limited to two (2) consecutive three (3)-year terms. Job description summaries of the Executive Board are:

1. President. The President is the chief elected officer of the Association and directs the overall affairs and operations of the Executive Board; presides over all meetings of the Executive Board and of the Association; and performs all other such duties as are authorized in the Bylaws or as the Executive Board may authorize and as may be defined in the policies of the Association.

2. Vice President. The Vice President assists the President in directing the affairs and operations of the Executive Board; acts as presiding officer at meetings in the absence of the President; as Secretary of the Association, certifies the integrity of the records and transactions of the Association and the Board; and performs all other such duties as shall be authorized in the Bylaws or as the Executive Board may authorize and as may be defined in the policies of the Association.

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3. Treasurer. The Treasurer serves as the primary steward of the financial resources of the Association by ensuring the accurate recording and reporting of the Association's financial transactions, the adherence to an annual budget, and the performance and presentation of an annual financial audit by a qualified independent audit firm; and performs all other such duties as shall be authorized in the Bylaws or as the Executive Board may authorize and as may be defined in the policies of the Association.
4. Past President. The Past President serves as an advisor to and assists the President as requested, and performs all other such duties as shall be authorized in the Bylaws or as the Executive Board may authorize and as may be defined in the policies of the Association.
5. Member-at-Large. Members-at-Large serve on Executive Board committees, participate in the board activities listed above, and perform all other such duties as shall be authorized in the Bylaws or as the Executive Board may authorize and as may be defined in the policies of the Association.

### **Policy**

It is the policy of the National Association of State Boating Law Administrators that its Executive Board represent the highest personal integrity, sound judgment, responsibility, and ethics. Executive Board members should be fully committed to the Association's business success and represent the best interests of the general membership and not any particular constituency. Executive Board members are expected to conscientiously prepare for, attend, and actively participate in all Executive Board meetings.

### **Nominations Committee**

The Executive Board shall establish a Nominations Committee who will consider candidates and make a recommendation to the full Executive Board. The Nominations Committee will be comprised of the Past President (who will also serve as chair), two other past presidents and two current policy committee chairs selected by the Past President to assist in identifying and evaluating potential candidates.

### **Identification of Candidates**

The Nominations Committee may recruit possible Executive Board candidates from the general membership. Candidates may also be forwarded, by any member, to the Nominations Committee. To forward the name of a prospective candidate for consideration, the agreement of the candidate to serve must be obtained, and then the candidate's name together with any information supporting the candidate's qualifications forwarded, in writing, to the Nominations Committee no later than March 1 of each year. Self nomination is both acceptable and encouraged.

### Evaluation Criteria:

The Nominations Committee will use the following criteria when considering potential candidates:

- Member in good standing, as defined in the Bylaws,
- Board experience in NASBLA, or relevant experience in a similar member-based organization, or on a NASBLA policy committee(s) or task force(s) where the candidate actively participated, made significant contributions, and demonstrated good judgment and leadership,
- Willing and able to attend all board meetings,
- Willingness to represent the membership as a whole and to work as part of a team,
- Has an understanding of non-profit governance, such as experience developing and following strategic plans, financial literacy, and understands and accepts the legal duties of loyalty and standards of care for non-profit board members,
- Demonstrated commitment to the advancement of the organization and its mission,
- Has provided to the Nominations Committee, in writing, their agency's commitment of support for the candidate's participation,
- Willing to serve on all assigned Board committees, complete interim assignments on time, and come prepared to all meetings,
- Possesses the qualities, experience, and skills desirable and relevant for specific positions on, or otherwise currently needed by, the Board,
- Would help achieve a mix of experience and fresh perspective on the Board,
- For Members-at-Large, would provide regional balance,
- For Vice President, has served on the Executive Board for at least one year,
- For President, has served as Vice President,
- For Past President, has served as President.

### Candidate Selection Process

The Nominations Committee will evaluate and select candidates in consideration of ~~the~~ 1) the criteria (above) and 2) the current needs of the Executive Board. The Nominations Committee may contact candidates or others to gather additional information and/or to conduct interviews. If, after review and consideration, the Nominations Committee believes that it has identified a qualified slate of candidates, it will make a recommendation to the full Executive Board who will, per the Bylaws, produce a slate of candidates for review by the membership no later than 30 days before the annual business meeting, and for the consideration by the membership at the annual business meeting. Other details of Executive Board elections are as detailed in the Bylaws.

8/25/06