



PHI SIGMA RHO NATIONAL SORORITY & FOUNDATION NOMINATING COMMITTEE CHARTER

GUIDING PRINCIPLES

The principles guiding the Nominating Committee in its slating of candidates for National Board and the Foundation Board of Directors are as follows:

- To match the two organizations' needs with an individual's strengths in order to create balanced and qualified leadership teams which support the organizations and demonstrate those particular leadership skills, qualities, experiences, and behaviors which are critical to ensure Phi Sigma Rho's future advancement;
- To slate candidates who fulfill the criteria established by the organizations;
- To ensure the best qualified person is slated through objective evaluation;
- To support the rights of members to pursue leadership positions and be treated equitably during the process; and
- To provide opportunities for our members to be educated on the nominating process.

The National Board and the Foundation Board of Directors charge the Nominating Committee with being fair, equitable, and transparent while at the same time incorporating the core values and traditions of Phi Sigma Rho. It shall act in such a manner that inspires trust and confidence in the process by delegates and members alike.

Confidentiality is of the greatest importance. During the entire process, the confidential nature of the discussions and correspondence cannot be overemphasized. Information must never be shared with anyone outside the committee.

APPOINTMENT

Candidates for the Nominating Committee are appointed by the outgoing Nominating Committee. Candidates are chosen from self-submitted applications or nomination by other members of the SorORITY to the National Board Advisor. The completed applications are sent to the Nominating Committee for evaluation.

The Nominating Committee shall consist of seven (7) members: two alumnae members interested in serving the organization, two alumnae "skill set" members, a "new" member, the National Board Advisor and a member of the Foundation Board of Directors.

- "Alumnae members" are alumnae who have exhibited an interest in serving the best interests of the SorORITY and/or the Foundation. These members are women who have demonstrated

leadership and who have experience in service to Phi Sigma Rho Sorority and/or Foundation on the local and/or national level.

- “Skill set” members are alumnae who possess specialized skills and have previous nominating experience in a variety of organizations, and/or hiring and interviewing experience in a business setting. In addition, these members must understand the “Best Practices” of the nominating process, along with an understanding of sorority culture.
- A “new” member is an alumna who has graduated in the previous two (2) years or an active member who will graduate during her term on the Nominating Committee. She will serve to represent the active and new alumnae voice on the committee.
- The National Board Advisor will be appointed to the Nominating Committee by virtue of her position. She will serve as the Chair of the committee.
- A Foundation Board of Directors member will be appointed to the Nominating Committee by virtue of her position on the board. The Foundation Board of Directors will choose which Director serves each committee cycle.
- Any member who accepts a nomination to National Board or the Foundation Board of Directors will step down from the committee. Vacancies shall be filled from the list of previous applicants.
- The Nominating Committee shall serve from the end of one National Convention until the end of the next National Convention.

RESPONSIBILITIES OF NOMINATING COMMITTEE

- A. The Nominating Committee, as duly appointed, shall work as a committee to slate the candidates for the offices on the National Board. They shall notify the National President after the slated candidates have indicated that they intend to serve if elected and the National President shall notify the members of the National Board. The Nominating Committee shall then immediately notify the Phi Sigma Rho membership via email of the slate of candidates and then post their qualifications on the website. This slate shall be posted by April 1 and the information immediately thereafter. The National Board slate will include at a maximum one candidate per open position.
- B. The Nominating Committee, as duly appointed, shall work as a committee to slate the candidates for the offices on the Foundation Board of Directors. They shall notify the Foundation President after the slated candidates have indicated that they intend to serve if elected and the Foundation President shall notify the members of the Board of Directors. This slate shall be completed by April 1. The Board of Directors slate may include more than one candidate per open position.
- C. The Nominating Committee may be directed by the National President to slate a candidate for National Board appointments. They shall notify the National President after the slated candidate has indicated that she intends to serve if appointed and the National President shall notify the members of the National Board to complete their appointment process.
- D. The Nominating Committee may be directed by the Foundation President to slate a candidate for Board of Directors appointments. They shall notify the Foundation President after the slated candidate(s) indicated that she intends to serve if appointed and the Foundation President shall notify the members of the Board of Directors to complete their appointment process.

E. In addition, the Nominating Committee is responsible for:

- Maintaining confidentiality in all matters relating to the work of the Nominating Committee;
- Adhering to the Constitution, Bylaws and Policies of Phi Sigma Rho Sorority;
- Developing the applications for the National Board, Foundation Board of Directors and Nominating Committee positions and disseminating them in a variety of mediums;
- Using the guiding principles outlined above to establish criteria to give the best representation possible, which may include demonstrated community service, familiarity with other non-profit organizations, hiring and interviewing experience in a business setting, and absence of a personal agenda;
- Recruiting and accepting names of qualified candidates to serve on the National Board and Foundation Board of Directors. Past National Board members and Foundation Directors have a broad acquaintance with the membership and good understanding of the duties of the offices to be filled and should be urged to be part of the nominating process;
- Deciding what tools will be used in the selection of future leaders: grids, competencies, minimum qualifications, references, etc.;
- Educating the membership and candidates in every possible way regarding the nominating and election process;
- Maintaining and enhancing the position of the Nominating Committee as an important aspect of Sorority operations by developing instruments that upholds the integrity and fairness of the process;
- Ensuring balance on the Nominating Committee between skill set members and alumnae members;
- Maintaining access to email since much of the Committee's work will be done in this manner;
- Protecting the integrity of the nominating process by not allowing outside interference in the committee's work;
- Keeping accurate minutes and records regarding the work of the Committee; however, documents on individual non-elected candidates will be destroyed after each election cycle. The applications of the elected candidates shall be maintained by the Nominating Committee for a period of six (6) years;
- Requiring discussion of committee business be conducted in a forum inclusive of all Nominating Committee members only, whether in person, via conference call or electronically;
- Preparing and implementing operational policies, as needed, to supplement these policies and procedures;
- Reviewing and assessing, upon request by National Board and/or the Foundation Board of Directors, other issues that may affect the nominating process.



General Procedures – National Board Elections



- A. The Nominating Committee will provide information to the membership and candidates regarding the following: timeline of the nominating process; desired qualifications of candidates for National Board; application process; and deadline for applications, etc.
- B. The Nominating Committee will have phone or videoconference interviews with candidates.
- C. All candidates shall receive an acknowledgement of the status of their application, both when the application is received and after the slate is formed.
- D. All candidates who are not slated shall be added as running against the slate unless a candidate notifies the Nominating Committee Chair by May 1 to have their name removed. Any other member who would like to run against the slate shall notify the Chair by May 1. The Nominating Committee shall then immediately notify the Phi Sigma Rho membership via email of candidates running against the slate and then post their qualifications on the website. The final election ballot shall be distributed to voting delegates by May 15.
- E. A formal report shall be given at the National Convention by the Nominating Committee Chair.
- F. In advance of voting, all voting delegates shall be apprised of the qualifications of those nominated. Candidates shall be apprised in advance of any additional required forums to meet with the voting delegates.
- G. Following the election at the National Convention, the Chair will be responsible for notifying all candidates of the election results.

General Procedures – Foundation Board of Directors Elections

- A. The Nominating Committee will provide information to the membership and candidates regarding the following: timeline of the nominating process; desired qualifications of candidates for the Foundation Board of Directors; application process; and deadline for applications, etc.
- B. The Nominating Committee will have phone or videoconference interviews with candidates.
- C. All candidates shall receive an acknowledgement of the status of their application, both when the application is received and after the slate is formed.
- D. A formal report shall be given to the Foundation Board of Directors by the Nominating Committee Chair after submitting the slate.
- E. If after the current Board of Directors elects their new members there are still vacancies on the board, the Nominating Committee will immediately start their work for supporting an appointment process.