

# Spirit of St. Louis Women's Fund: Nominating Committee

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(Composition, responsibilities, and succession plan process.)

The Nominating Committee of the Spirit of St. Louis Women's Fund (SOS) shall be chaired by the immediate past president of SOS.

1. **Composition:**

- Presidents-past and present, of the Spirit of St. Louis Women's
- The current Treasurer of the Spirit of St. Louis Women's Fund

2. **Meetings:** The Nominating Committee shall meet at least twice per year.

3. **Responsibilities:**

- a. Ensure leadership positions are filled in a timely manner as to prevent vacancies in key roles, including officer positions
- b. Ensure diversity in all leadership positions (backgrounds, race, ethnicity, age, geographic location, etc.)
- c. Determine types of skills needed in all leadership positions
- d. Maintain a database of those who have expressed interest through self-nomination and those nominated by other members of SOS
- e. Maintain database of candidates who have been considered by past nominating committees
- f. Determine the composition and terms of the board of the Spirit of St. Louis Women's Fund as defined by the organization's Operating Guidelines
- g. Present slate of leadership candidates for open positions to the full board for approval by the **May** board meeting of each year.

4. **Criteria and Process for Nomination**

- a. An application for the board will be filled out by the self-nominee, nominating individual or the chair of the Nominating committee that will include the following information:
  - Contact information for Nominee
  - History of involvement with SOS
  - History of involvement in community
  - Professional background

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- A statement by the candidate as to why they are interested in serving on the SOS Board
  - Skills that might be utilized in their work on the SOS Board
  - Willingness to serve for two years, chairing a committee during at least one year of that time, or serving as a “member-at large” supporting a committee or leading a special project, and attending all board meetings, and a significant amount of other SOS activities.
- b.** Any Member who is being considered by the committee for inclusion on the slate shall be so informed by the Chair of the Nominating Committee or her designee. The result of the consideration shall be communicated to the candidate member by the Chair **after** the Slate is presented to the Board.
- c.** Vote of the Board approving the slate is final as to the following year's Board.
- d.** Terms of the newly-elected leaders become effective **July 1** unless the role is being filled to complete a vacated leadership position.
- e.** Leadership terms shall be 2 years in duration unless otherwise defined by the Spirit of St. Louis Women's Fund Operating Guidelines.