

Committee on Appointments

Intent of Board Committees:

To study issues and make recommendations to the full Board

To help get the Board's job done, not to help with the staff's job (to aid the process of governance, not management)

To prepare Board-level policy issues for Board deliberation. The Board needs to know the choices and the consequences of these choices. Only then can the Board ponder, debate, and vote intelligently.

To know the charges of the various committees, so as to be able to support those charges rather than duplicate or interfere with them.

To have members that are receptive and open to ideas, have perspective and vision, are familiar with the SIC Strategic Plan, can give the necessary time, and can think in terms of Star Island Citizenship.

Role of the Board:

- Be clear about the charge the Board is requiring from each committee as the committees work to support the implementation of the SIC Strategic Plan Objectives
- Ask each committee not to speak for the Board
- Require each committee not to interfere with delegation from the Board to the CEO
- Ask each committee not to exercise authority over staff
- Conduct a review process done by the Board liaison every year in the fall to determine whether committee structure matches Strategic Plan priorities
- Ask what did each committee do over the past year that was strategically vital
- Ask what each committee can do over the next year to meet the same standard.

Role of the Committee on Appointments (COA):

In order to further the Goals and Objectives of the Star Island Corporation's Strategic Plan, as adapted and amended from time to time, the Committee on Appointments will do the following:

- The CoA is charged with identifying appropriate Shoalers and others for appointment by the Board to Committees.
- It will make recommendations to the Board and CEO of prospective committee members.
- It will maintain a database of skills and interests from which it may consider persons for the positions to be filled.

Tasks:

The Committee on Appointments has a defined process that should promote and enhance the flow and continuity of committee membership. It includes:

1. Developing a process that ensures consultation with the Board, staff, Committee Chairs, committee members and others as it deems necessary for suggestions about potential members
2. Maintaining data for an up-to-date skills inventory of SIC members and other Shoalers
3. Becoming the focal point for SIC members and other Shoalers to volunteer their skills and talents by serving on committees
4. Engaging new SIC members as soon as possible in the work of the SIC, recommending them for appropriate assignments
5. Conferring with Chairs of Committees, the Board and staff about members currently servicing on a committee toward reappointment or placement in a next assignment
6. Evaluating its own functioning
7. Providing Nominating Committee recommendations to the Board by December 31 for confirmation by the Corporation at the Annual Meeting.

Expectations of the CoA and its Members:

In support of their charge, CoA members are expected to develop:

- knowledge about each Committee's charge and functions
- knowledge about the essential characteristics and skills potential members must possess; e.g., a doctor or health professional on Health and Safety; human resources experience on Personnel
- understandings about characteristics related to leadership such that leadership potential can be tested out through committee work
- knowledge of Shoalers across conferences so that diversification and representation issues are attended to as candidates are identified
- ability to interview prospective committee members to explain duties and terms and determine interest in serving
- ability to provide information to the Shoaler community and, especially, to the Membership Committee which is now charged with orienting new corporation members, as to the committee appointment process.

Procedures:

The CoA is appointed and charged by the Board and reports to the Board.

Terms:

Members of CoA have three-year terms that may be renewable for one additional three-year term.

Committee Structure:

The composition for the CoA will be between 6 and 12 persons to adequately represent the conferences and to have perspective on the talent pool. The CEO and President would serve ex officio and would not be counted toward the 6-12 members. The Board appoints the Chair of the CoA and the Board liaison. The Membership Committee and CoA need to work together to get new SIC members involved as soon as possible.

Operating Procedures: Steps for CoA process for recommending appointments

Step 1: The CoA determines the characteristics desired in members of the specific committee for which they are filling positions (by reviewing the Committee's charge, interviewing current committee members, the SIC Board and staff, etc.)

Step 2: The CoA consults with whoever is appropriate and examines the SIC list and the broader Shoaler lists to identify those persons having the requisite characteristics and skills—using the skills inventories they develop and maintain.

Step 3: The CoA interviews potential nominees to let them know what the position requires and to determine their interest in serving (probably by telephone).

Step 4: The CoA brings committee recommendations to SIC Board or CEO for final approval. The Board will act on the recommendations for appointments for all Board Committees. The CEO will act on recommendations for appointments to committees that report to the CEO. The CoA will inform the Board of the appointments to the committees that report to the CEO.

Step 5: The CoA develops a standardized letter to be sent from Board or CEO by the SIC office formalizing the appointment and term.

The Board through the Board liaison will review the functioning of the CoA annually to ensure that it is conceptualized well and working effectively to help fulfill the Strategic Plan.

The Committee on Appointments will meet at least four times a year. Its Annual Report, due at year's end, will be included in the packet for the SIC's Annual Meeting.