FSBA NOMINATING COMMITTEE

THE MOST IMPORTANT COMMITTEE

Who’s Going to Fill These chairs?
Why is this important?

- Recommends leaders to guide the organization between membership meetings
- Recommends those that will be the “FACE” of the organization
Guiding Principles

• FSBA Bylaws
  – Article XI, Section 2, Committees
    • Explains the process for selection of the committee

• FSBA Policy Manual
  – Policy 1015, Nomination Procedures for Executive Officer Position
    • Positions open include President Elect, Vice President, and Treasurer
Duties of Executive Officers

Familiarize yourself with the duties required of each office

- FSBA Bylaws
  - Article IV. Officers
  - Article V. Duties of Officers
- FSBA Policy Manual
  - Policy 1010, FSBA Executive Officers
  - Policy 1012, Powers and Duties of FSBA Executive Officers
- These documents can be found in the BoardDocs portion of the FSBA website/App
Committee Composition

• Immediate Past President chairs the committee
  – Communicates the timeline for application and committee meeting
  – Coordinates with FSBA staff to send (electronically) application packet, and schedule interview appointments
  – Is responsible for all contact with applicants
Members

• Ten Members
  – Nominated by FSBA members in each region, elected by General membership at Winter Conference
  – Two (2) plus one alternate from each Regional District are elected
  – Should any elected member not be able to serve, the President will appoint a replacement
Members

• May not serve consecutive terms
• Must notify the President if unable to serve
• May not apply for position while serving on Nomination Committee
Process of Nomination

• Packets for nomination are distributed electronically

• The Deadline for packet submittal is set by the chair with all packets due to FSBA office by 5 PM on the designated date.

• No packets will be accepted after that time

• Deadline and date and time for interviews of applicants is determined by committee chair in consultation with staff

• Committee Slate must be completed at least 30 days prior to Annual Meeting (held in summer)
Committee Member Responsibilities

• Familiarize yourself with the offices to be filled
  – President Elect, Vice President, Treasurer
  – All offices are open except the President (current president-elect automatically becomes President)
  – Remember the person nominated to be President-Elect must be willing to serve at three years (one as President-elect, one as President, and one as Immediate Past President)

• Duties for each office are written (Policy Manual, 1010 Governance)

• These officers represent the organization between meetings
Interview time
Process

• Each applicant completes a packet of information. When you receive it, READ it
  – The packet is delivered electronically, currently through DROPBOX

• In order to promote equality in the interview process, the committee will develop questions to be asked of each applicant
  (These will not be distributed prior to the interviews.)
On Interview Day

• Bring your packets electronically with you, copies are not be provided at the meeting
• You will receive scoring sheets and question sheets at the meeting prior to the interviews
• Review the questions as a committee to determine if these will give important information to form a decision (*questions cannot change once the process begins*)
Confidentiality

• WHAT HAPPENS IN THE INTERVIEW COMMITTEE STAYS WITHIN THE INTERVIEW COMMITTEE
  – Chair is responsible for all contact with those interviewed
  – Leave all paperwork in the committee room
    • Scoring sheets, questions, notes, etc.
Items for Consideration

• Time commitment
  – Officers meet at least once a month, usually electronically, but it is still a time commitment
  – There are additional meetings representing Florida at National meetings

• Length of time in service
  – Committee work, past leadership roles, dependability
Additional considerations

• Geography
  – Florida is a large state with two time zones

• Size of County
  – Our districts vary in student population size
Schedule

• Each applicant is scheduled for approximately 30 minutes
  – Each applicant is encouraged to give a brief opening (2 minutes) to explain why they are seeking to serve
  – After questions are asked, applicant may be given time to close
  – Chair will close for committee
Deliberations

• Chair may discuss applicants as each leaves or wait until all have been interviewed

• Remember all positions except President are open

• Comments are CONFIDENTIAL—ALWAYS
Most Important Committee

• Take this responsibility seriously
  – Your decision guides the organization for the immediately upcoming year and may influence future years
FOR YOUR WILLINGNESS TO SERVE AND COMMITMENT TO YOUR PROFESSIONAL ASSOCIATION