



# 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

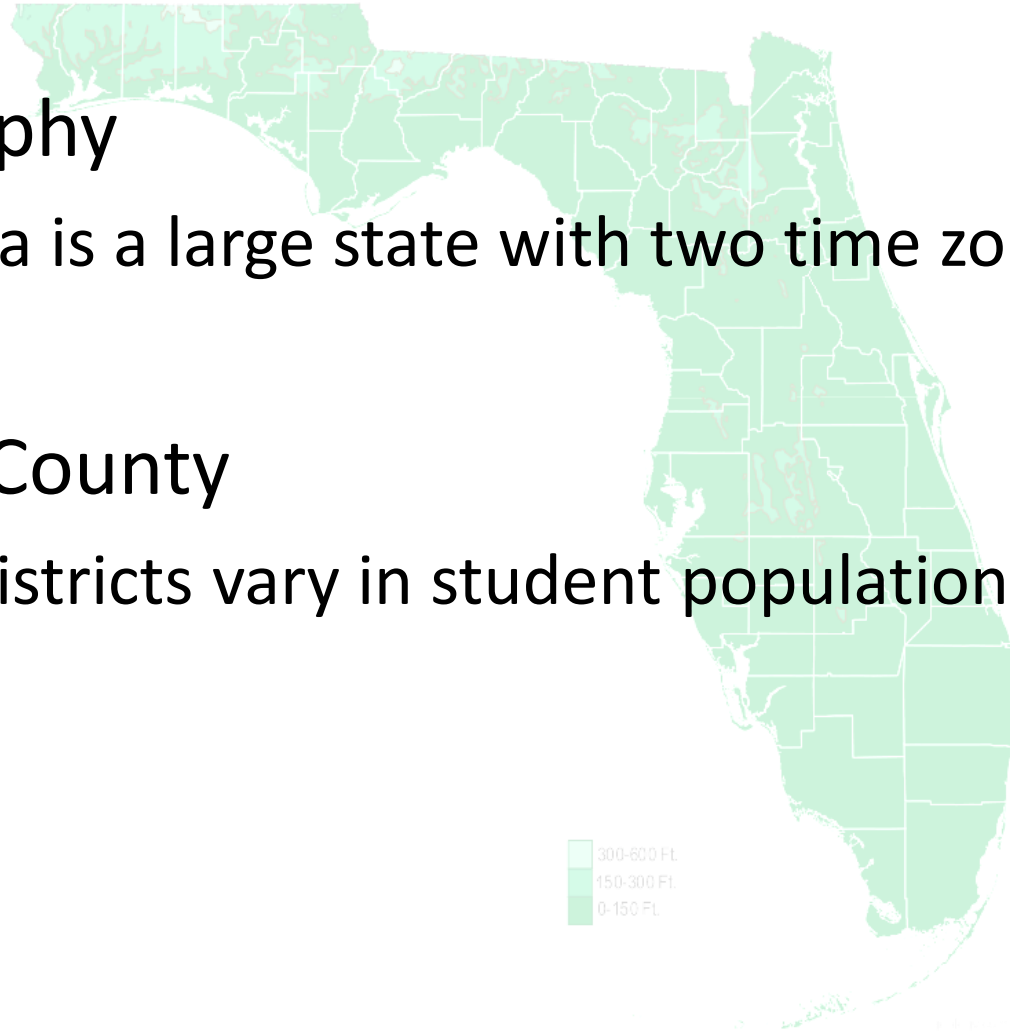
- WHAT HAPPENS IN THE INTERVIEW  
COMMITTEE STAYS WITHIN THE INTERVIEW  
COMMITTEE
  - Chair is responsible for all contact with those interviewed
  - Leave all paperwork in the committee room
    - Scoring sheets, questions, notes, etc.

# 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**