

**Kiawah Island Community Association**  
**Nominating Committee Charter**

NAME: Nominating Committee  
CHAIR: Vice Chair of the Board  
Staff Liaison: Chief Operating Officer

TYPE: Advisory  
Term: Ongoing

**Objectives:**

The Nominating Committee (NC) exists to identify candidates for service on the KICA Board. The NC is an advisory committee of the KICA Board. Among its duties:

Generate interest from community members through contacts and informational sessions to serve on the Board and other Board committees.

Determine, through input from the Board and Staff, the areas on the Board that need experience (e.g., finance, project management, etc.) and strive to identify candidates who meet those particular needs.

Identify as many candidates as there are vacancies coming up on the Board.

It should be the goal of the NC to identify candidates who provide diverse representation of ownership groups and diversity of thought on critical issues facing KICA.

Candidates who choose not to go through the NC, or are not selected by the NC, are welcome to submit applications and run for a position on the Board. Those candidates will be afforded the same opportunities as recommended candidates to express their positions in the KICA Digest and at community gatherings established for that purpose and any other format established to provide candidate information.

**Suggested Process / Schedule:**

Updated 12.2017

Board recruitment is a year-round process, and reminders of service opportunities should be provided to clubs, groups, etc. on a regular basis. Existing board members, staff, and committee members should encourage prospective candidates to learn more about Board Service.

By late summer, the Nominating Committee should work with the Board and Staff to determine skill sets that are leaving the board, needed on the board, etc. (i.e. legal, finance, communications, executive management, etc.) It should develop a list of prospective candidates and invite them to an information session to learn more about the board needs and the election process. The prospective candidates shall be identified by the committee, but also through general outreach via the *Digest* newsletter or other KICA communications tools.

Once a pool of prospective candidates is identified, the committee shall meet with them individually. The purpose of these meetings is to ensure the candidates understand KICA's role and responsibilities, to understand the candidates' specific skill sets, and to answer their questions.

Following the individual candidate meetings, the committee shall vote on a recommended slate, review it with the Board, secure commitments to run from the recommended candidates, and publish the recommendation in November.

### **Committee Membership:**

There will be five members of the NC plus the Chair. All NC members are expected to identify and recruit candidates.

The NC Chair along with three members shall be appointed by the Board, and two shall be randomly selected from a pool of members who express interest in serving.

Best efforts should be made to reasonably limit terms of service on the NC.