

## **Help Build the Board on the KICA Nominating Committee**

KICA is looking for a small group of members to serve on the Nominating Committee, to help build and maintain a board that has the skill and diversity to provide effective governance for the community.

In a few short months, the community will need to replace two of the seven-member board when their terms end. It is important to have a board whose overall make up provides necessary skills and experiences, with varied perspectives to provide KICA with highly-functioning governance. KICA spends nearly \$15 million annually to provide security, maintain infrastructure such as roads, bridges and landscaping, and provide amenities. KICA needs effective governance to maintain investment values and ensure all members continue to enjoy this beautiful location.

Serving about 8,000 individual members, the board must work to ensure KICA works in the interests of everyone. Having skilled directors representing the spectrum of property owners (houses and condos; residents and non-residents; club members and non-club members) will ensure the various perspectives are appropriately considered as KICA executes its responsibilities.

The nominating committee will have two main tasks:

**Solicit candidates:** It is not easy to build and maintain a board whose directors have the skills and range of backgrounds required to provide effective governance for a community like Kiawah. This committee will work to identify qualified candidates who will consider running for a board seat.

The committee will work with the board and COO to develop a list of the most important qualifications and characteristics needed for the incoming class. For example, if retiring board members have unique skills (i.e. finance, legal, engineering, etc.) or if a segment such as full-time residents or club members are over (or under) represented, the committee will seek candidates with these skills and characteristics, to build an appropriately talented and diverse board.

**Interview and recommend candidates to the KICA membership:** The committee will meet with potential candidates and explore their skills, experiences and qualifications for the board. It will also develop a sense of whether candidates have the best interpersonal skills to work in the board setting. Individual perspectives are critical for a strong board, yet to be effective, the directors must be able to disagree without being disagreeable. The committee will provide its recommendation for candidates it considers the best potential members.

Potentially, more candidates will run than there are seats available. In that case, the committee may provide recommendations for all or only some of the candidates.

All members may file to run for the board, with or without speaking to the committee, and all candidates will be afforded similar exposure to the community in the Kiawah Island *Digest* and any public forums scheduled. The committee will not express opinions on candidates who choose to run independently. However, we hope all candidates will participate in the process, which will help provide important feedback for candidates and uniform information for members to make their voting decisions.

Committee work for the 2018 election will begin with the appointment of the committee at the July Board of Directors meeting. Times and dates of meetings will be determined once the committee is established. September and October are anticipated to be the most active months.

If you are interested in serving on the nominating committee, please complete the included Member Profile sheet and return to Holly Newman at [holly.newman@kica.us](mailto:holly.newman@kica.us) or 843-768-9194. Questions may be directed to Ms. Newman as well.



**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:**

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. All NC members are expected to identify and recruit candidates.

The NC Chair along with two additional 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.



**KICA Volunteer Member Profile**

Name:		Date:	
Mailing Address:			
Kiawah Address:			
Home Phone		email address	
Work Phone		Age	
Residential Single Family Home or Regime		Kiawah Residence Location: Behind or In Front of V gate	
Date purchased on Kiawah	Date moved to Kiawah	Full time or Part time resident	
Kiawah Club Member (Y/N)		Governor's club member (Y/N)	
<b>Committee Interest:</b>			
<b>Your Profession:</b>			
Company you work(ed) for			
<b>Retired (Yes/No)</b>			
<b>Areas of Expertise/Special Skills</b>			
<b>Community Connections</b>			
<b>Other Interests:</b>			
<b>Please submit to :</b>			
Holly Newman KICA 23 Beachwalker Drive, Kiawah Island, SC 29455			
fax 843-329-0389 email holly.newman@kica.us			

## NOMINATING COMMITTEE SOP

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The Nominating Committee Charter was adopted by the board at the July 2016 board meeting. The following indicates how the committee should operate.

### **MEMBERS**

The Nominating Committee will exist of five (5) Members.

The BOD shall appoint the Committee Chair along with two (2) additional members; 2 for 2yr terms 1 for a 1yr term, running from August to August.

Two (2) members will be selected at random from applications to serve, solicited from the membership at large; each for a 1yr term, running from July to July.

### **TASKS AND TIME LINE**

June

- 6/15, 6/22, 6/29 - INF - Call for committee volunteers
- Committee Chair(staff), reviews applicants and make contact as needed

July

- 7/10/17 - BOD appoints members as required (none to appoint – 2<sup>nd</sup> yr of 2 yr terms)
- Additional members are selected as required – (2 randomly selected, 1 yr terms)
- Date TBD - Committee Meeting
  - Review and update application materials
  - Review and set recommended skill set
  - Set committee processes and calendar

August

- 8/6/17 - Deadline for September Digest – “Call for Board Nominations”

September

- Solicit interest from membership through Digest, Social Media, other Membership groups, etc.
- TBD - Informational Session/ Open House for prospective candidates.
- One on one meetings with candidates

October

- 10/5/17 - Application deadline
- One on one meetings with candidates

November

- 11/7/17 - Board Meeting – AM Agenda, Rules of Conduct, slate of candidates

December

- 12/1/17 - Candidate Biographies & Photos Due by 4pm
- 12/8/17 - AM Packet Due

## January

- 1/19/18 - Post Bios to website
- 1/19/18 - AM Packet post marked

## February

- 2/8/18 - Open House / Meet the Candidates – AM timeline – published date

## March

- 3/2/18 - Annual Meeting - AM timeline- published date

## Year Round Involvement

- Reminders of service opportunities should be provided to clubs, groups, etc. on a regular basis.
- Meetings of the Committee will be scheduled by the committee Chair and will be in relation to the timing of the tasks at hand.