



## First Unitarian Church, Portland Nominating Committee Q & A

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### **What does the Nominating Committee (NC) do?**

- Identifies and recommends to the congregation candidates to serve in leadership positions on the Board of Trustees and NC.
- Fosters transparency of and engages the congregation in our process.
- Assures confidentiality for and respectful communication with leadership candidates in all our work.

### **How many members comprise the NC, and how long do members serve?**

- Nine members serve on the NC.
- Each member serves a 3-year term, and may serve a second 3-year term, if reelected, for a total of 6 years.

### **How are candidates for the Board or NC selected?**

- After a period of recruitment, interviews, and committee discussion, the NC selects those candidates who it discerns will best serve the congregation.
- The candidates selected by the NC are offered to the congregation prior to the Annual Meeting election.
- The names of those who meet the requirements for self-nomination are also offered to the congregation prior to the Annual Meeting election.
- The congregation votes on the candidates proposed by the NC and self-nominated candidate(s), if any.
- More detailed information on the selection process can be found on the NC page of the church website. (<http://www.firstunitarianportland.org/our-church/nominating-committee>)

### **How many people does the NC usually interview for Board or NC positions?**

- It varies from year-to-year depending on how many Board and NC vacancies are expected. Input is solicited from church committees and groups. A list of 30-40 possible candidates is typically generated. The possible candidates are asked if they would be willing to be considered as a nominee for the Board or the NC. The people who say yes (usually about 10) are then interviewed by NC two-person teams.
- The NC selects the candidates from those interviewed.

### **How does the NC determine who should be interviewed for Board or NC positions, and what experience or skills are helpful for someone interested in serving on the Board or NC?**

- The NC looks for church members who are enthusiastic about First Church and able to devote their time, talents and other resources to furthering the church's vision and mission for at least three years (one term on the Board or NC).
- The NC looks for people who have demonstrated their commitment through serving the church in a variety of ways.
- The NC may also recruit individuals with particular skill sets and experiences that the Board or NC may require to effectively fulfill its responsibilities, such as financial background or leadership experience.

### **Does the NC publish meeting minutes?**

- While transparency of our process is a fundamental principle of our work, we also strive to assure confidentiality for those we recruit and interview. Our commitment to confidentiality for these individuals precludes publishing meeting minutes.

### **When someone is not able to fulfill their entire term on the Board or NC, how is the vacancy filled?**

- If a vacancy occurs on the Board, the Board moderator is charged with appointing a replacement for the remainder of the term. S/he may consult with the NC for recommendations.
- If a vacancy occurs on the NC, committee members review the qualifications of people who have already completed the interview process, and a selection is made to fulfill the remainder of the term.
- Individuals selected as interim members who would like to continue to serve on the Board or NC are offered to the congregation as a candidate for election when they have completed serving the remainder of the term of the person they replaced.