

Wheaton College Alumni Board of Directors

Position Title: Nominating Committee Chair

Summary of Responsibilities: The Nominating Committee Chair is responsible for leading the Nominating Committee in the solicitation, interviewing and selection of all incoming members of the Alumni Board of Directors. The goal is to not only provide successful and effective leadership for the Alumni Association, but to continue to grow alumni engagement and involvement.

Description of Responsibilities:

- Work with the President, Vice President and other members of the Executive Strategic Planning and Governance Committee (ESP&G) on the current and future positions and needs of the ABD.
- Work with the Director of Alumni Relations to solicit nominations from the Wheaton community for the purpose of filling openings on the Alumni Board of Directors.
- Serve as a member of the Executive Strategic, Planning & Governance Committee.
- Keep open communication with the Chairperson of the Wheaton Board of Trustees Governance Committee to share information on the current activities of both Boards.
- Schedule and convene conference calls with the Nominating Committee in order to discuss the qualifications of the nominees and reach a consensus on the top nominees.
- Schedule and participate all interviews with potential candidates. All interviews should also include members of the Nominating Committee.
- Work with other members of the ABD to help encourage engagement throughout all Alumni Associate volunteer opportunities.
- Give annually to the Wheaton Fund.
- Participate fully in other activities of the Alumni Board, including its strategic plan visioning and outcome groups.

Summary of Qualifications: This position is a serious time commitment so candidates should be prepared to dedicate time to this role, and previous experience as a Wheaton volunteer is preferred. Candidates should be comfortable with and have an understanding of working in confidential situations. This position requires an attention to detail, a lot of delicate/thoughtful communications and the ability to respond/keep to key deadlines.

Term of Office: The term is three years. The term begins in the fall at Alumni Volunteer Conference, however, there will be a transition period beginning in June. The term is followed by a commitment to serve at least one year on the Nominating Committee to help the new Chair during the leadership transition.

Wheaton Staff Liaison: Director of Alumni Relations.

Committee Structure: The Chair heads the Nominating Committee, which is made up of members of the Alumni Association. Per the Association by laws, the Director of Alumni Relations and the Vice President of Executive Strategic Planning & Engagement are ex-officio members of the Nominating Committee. Additional members include the Association Past President who serves a 3 year term, and additional

alums who serve one year terms which may be renewed. Any additions to the Nominating Committee must be approved by the Director of Alumni Relations and the President of the Alumni Association.

Deliverables (Reports, etc): The Nominating Chair sets goals for each fiscal year in collaboration with the Director of Alumni Relations. The Chair also reports on current activities at two Alumni Board meetings each year, prepares agendas for the fall and winter Nominating Committee meetings and distributes and collects exit and first year interviews from Board members.

General Timeline of Activities:

- April: Work with the Director of Alumni Relations to get the upcoming open positions on the ABD posted online.
- May: Send out a call to action (email) to the Wheaton community asking for nominations
- June: Attend the ABD meeting and help as needed with the onboarding of new ABD members
- August: Reach out to Nominating Committee members to confirm who will be staying on.
- September/October: Work with the Director of Alumni Relations to send out another call to action (email) to the Wheaton community for nominations. Two may be sent if needed. Attend the ABD meeting at Alumni Leadership Conference.
- November
 - Reach out to the Nominating Committee to schedule a meeting in early December to review all nominations.
 - Have a call with the Chair of the Governance Committee for the Board of Trustees to review the needs for the incoming Alumni Trustee
- December:
 - Send out the nomination packets to the Nominating Committee
 - Have a call with the Director of Alumni Relations prior to the Nominating Committee call to review the profiles
 - Lead a call with the Nominating Committee to select 2-3 candidates for each open position
 - Have a call with the President of Wheaton College and the Vice President of Advancement to inform them of the top 2-3 candidates for each position
 - Send notification packets to each of the top candidates informing them of their status in the nomination process
- January/February
 - Reach out to all top candidates to schedule an interview (typically about an hour long)
 - Unless geography comes into play, the Nominating Chair and Director of Alumni Relations should plan to participate in all interviews
 - All members of the Nominating Committee should be invited and encouraged to participate in all interviews
 - After interviews, collect immediate feedback from those who participated
 - Schedule a call (or calls) for the Nominating Committee to select the final candidates
- February
 - Prior to the Nominating Committee reconvening, have a call with the Director of Alumni Relations to review all candidates
 - Have a call with the Nominating Committee to discuss and select a final candidate for each position.
 - Have a call with the President of Wheaton College and the Vice President of Advancement to inform them of the final candidates for each position.

- Have a call with the Chair of the Governance Committee for the Board of Trustees to inform them of the final choice for Alumni Trustee.
- February/March
 - Attend the ABD meeting and present the final candidates for each position during the meeting
- March
 - Inform all final candidates who were selected to serve on the ABD.
 - Work with the VP of ESP&G on their transition onto the ABD
 - Inform all candidates who were not selected, and provide them with other ways to be involved.
 - Thank all individuals who submitted nominations

REVISED: September 2015