



PHI SIGMA RHO NATIONAL SORORITY & FOUNDATION NOMINATING COMMITTEE CHARTER

GUIDING PRINCIPLES

The principles guiding the Nominating Committee in its slating of candidates for National Council and the Foundation Board of Directors are as follows:

- To match the two organizations' needs with an individual's strengths in order to create balanced and qualified leadership teams which support the organizations and demonstrate those particular leadership skills, qualities, experiences, and behaviors which are critical to ensure Phi Sigma Rho's future advancement;
- To slate candidates who fulfill the criteria established by the organizations;
- To ensure the best qualified person is slated through objective evaluation;
- To support the rights of members to pursue leadership positions and be treated equitably during the process; and
- To provide opportunities for our members to be educated on the nominating process.

The National Council and the Foundation Board of Directors charge the Nominating Committee with being fair, equitable, and transparent while at the same time incorporating the core values and traditions of Phi Sigma Rho. It shall act in such a manner that inspires trust and confidence in the process by delegates and members alike.

Confidentiality is of the greatest importance. During the entire process, the confidential nature of the discussions and correspondence cannot be overemphasized. Information must never be shared with anyone outside the committee.

APPOINTMENT

The Nominating Committee shall consist of seven (7) members: two alumnae members interested in serving the organization, two alumnae "skill set" members, the National Council Advisor, the National Council Active Advisor and a member of the Foundation Board of Directors.

- "Alumnae members" are alumnae who have exhibited an interest in serving the best interests of the Sorority and/or the Foundation. These members are women who have demonstrated leadership and who have experience in service to Phi Sigma Rho Sorority and/or Foundation on the local and/or national level.
- "Skill set" members are alumnae who possess specialized skills and have previous nominating experience in a variety of organizations, and/or hiring and interviewing experience in a business

setting. In addition, these members must understand the “Best Practices” of the nominating process, along with an understanding of sorority culture.

- The National Council Advisor will be appointed to the Nominating Committee by virtue of her position. She will serve as the Chair of the committee.
- The National Council Active Advisor will be appointed to the Nominating Committee by virtue of her position. This position will be the only one (1) year appointment on the committee.
- A Foundation Board of Directors member will be appointed to the Nominating Committee by virtue of her position on the board. The Foundation Board of Directors will choose which Director serves each committee cycle.
- Any member who accepts a nomination to National Council or the Foundation Board of Directors will step down from the committee. Vacancies shall be filled from the list of previous applicants.

RESPONSIBILITIES OF NOMINATING COMMITTEE

- A. The Nominating Committee, as duly appointed, shall work as a committee to slate the candidates for the offices on the National Council. They shall notify the National President after the slated candidates have accepted their offered positions and the National President shall notify the members of the National Council. The Nominating Committee shall then immediately notify the Phi Sigma Rho membership via email of the slate of candidates and then post their qualifications on the website. This slate shall be posted by April 1 and the information immediately thereafter. The National Council slate will include at a maximum one candidate per open position.
- B. The Nominating Committee, as duly appointed, shall work as a committee to slate the candidates for the offices on the Foundation Board of Directors. They shall notify the Foundation President after the slated candidates have accepted their offered positions and the Foundation President shall notify the members of the Board of Directors. This slate shall be completed by April 1. The Board of Directors slate may include more than one candidate per open position.
- C. The Nominating Committee may be directed by the National President to slate a candidate for National Council appointments. They shall notify the National President after the slated candidate has accepted her offered position and the National President shall notify the members of the National Council to complete their appointment process.
- D. The Nominating Committee may be directed by the Foundation President to slate a candidate for Board of Directors appointments. They shall notify the Foundation President after the slated candidate(s) has accepted the position and the Foundation President shall notify the members of the Board of Directors to complete their appointment process.
- E. In addition, the Nominating Committee is responsible for:
 - Maintaining confidentiality in all matters relating to the work of the Nominating Committee;
 - Adhering to the Constitution, Bylaws and Policies of Phi Sigma Rho Sorority;
 - Developing the applications for the National Council, Foundation Board of Directors and Nominating Committee positions and disseminating them in a variety of mediums;

- Using the guiding principles outlined above to establish criteria to give the best representation possible, which may include demonstrated community service, familiarity with other non-profit organizations, hiring and interviewing experience in a business setting, and absence of a personal agenda;
- Recruiting and accepting names of qualified candidates to serve on the National Council and Foundation Board of Directors. Past National Council members and Foundation Directors have a broad acquaintance with the membership and good understanding of the duties of the offices to be filled and should be urged to be part of the nominating process;
- Deciding what tools will be used in the selection of future leaders: grids, competencies, minimum qualifications, references, etc.;
- Educating the membership in every possible way regarding the nominating and election process;
- Maintaining and enhancing the position of the Nominating Committee as an important aspect of Sorority operations by developing instruments that upholds the integrity and fairness of the process;
- Ensuring balance on the Nominating Committee between skill set members and alumnae members;
- Maintaining access to email since much of the Committee work will be done in this manner;
- Protecting the integrity of the nominating process by not allowing outside interference in the committee's work;
- Keeping accurate minutes and records regarding the work of the Committee; however, documents on individual non-elected candidates will be destroyed after each election cycle. The applications of the elected candidates shall be maintained by the Nominating Committee for a period of six (6) years;
- Requiring discussion of committee business be conducted in a forum inclusive of all Nominating Committee members only, whether in person, via conference call or electronically;
- Preparing and implementing operational policies, as needed, to supplement these policies and procedures;
- Reviewing and assessing, upon request by National Council and/or the Foundation Board of Directors, other issues that may affect the nominating process.



PHI SIGMA RHO NATIONAL SORORITY & FOUNDATION NOMINATING COMMITTEE APPLICATION

Name: _____

Chapter : _____ Initiation Year: _____

Email: _____

Phone #: _____

Address : _____

I have (please check all that apply):

- Specific nominating experience in a non-profit
Please list organization(s)
- Hiring and interviewing or nominating experience in a business setting
Please list company(s)
- Experience in serving Phi Sigma Rho Sorority and/or Foundation
Please list roles at both the national and local level
- Paid my active alumnae dues for the current year
Candidates must be active alumnae to be considered for this appointment

Please limit each of your answers to 250 words.

- 1) Why are you seeking a position on the Nominating Committee? What qualities, experience and/or training do you have that make you uniquely qualified to serve on the committee?
- 2) What issues or problems do you see the Sorority facing? What do you see as the Sorority's strategic priorities going forward?
- 3) What issues or problems do you see the Foundation facing? What do you see as the Foundation's strategic priorities going forward?
- 4) Faced with a difficult decision, explain how you would build consensus.

Please email the completed application along with a resume and headshot suitable for publication to National Council Advisor Allison Lenhoff (NCAdvisor@phisigmarho.org) by October 15, 2015.