



COMMUNITY ROOTS
— HOUSING —

NOTE:

Community Roots Housing was formerly
known as Capitol Hill Housing

January 6, 2012

Memorandum

TO: CHH Board of Directors

FROM: Chris and Executive Committee

RE: Procedures for selecting non-board member to CHH board committee

Context. In 2011 CHH adopted a new Charter and a new Rules and Regulations (Rules). Article III, Section 5 of the Rules provide for the board to assign non-board members into non-voting positions in board committees. The purpose of Section 5 is to allow the board to draw on broader expertise as needed and to provide a path for developing new prospective board members.

This document outlines the procedures for selecting and assigning such members.

Process. Individuals may come to be considered for a non-board member committee position at CHH in a variety of different ways; through Board, staff, community and self-recommendation or through the annual BOD nomination process.

Once an individual is being considered, staff will ensure that they meet basic qualifications as enumerated in Section 3 of the Rules.

1. Individual will submit resume to CHH
2. Management team will consider and meet with the individual as needed
3. Board Committee will consider and meet with the individual as needed
4. Executive Director will recommend the nominee to the Executive Committee
5. After approval from Executive Committee nominee will be presented for affirmation by full Board
6. Individual will be notified that they have been affirmed and given their committee assignment. Then they will be paired with a committee member and staff for a brief orientation

Summary. The formality of this process recognizes the seriousness of appointments into the board committees and provides for ample consideration of the qualifications of any candidate.