

2019 Nominations and Elections Process

N O M I N A T I N G C O M M I T T E E R E S P O N S I B I L I T I E S

Constitutional description: The nominating committee shall promote the process of nominations and elections, recruit nominees for Supreme Council, and ensure there are candidates for office. The committee shall submit a timeline for the nominations and elections process to be approved by Supreme Council. Only candidates approved by the nominating committee may be placed on the ballot. No candidates may be nominated from the Convention floor.

The nominating committee shall be responsible for the following:

- Recruiting capable candidates for the 2019-2021 Supreme Council.
- Creating and implementing a robust communication strategy to inform the electorate on the nominations and elections process, utilizing electronic and in-person opportunities (e.g., email, Leadership Conference, etc.) to disseminate information.
- Developing educational opportunities for potential nominees that serve as a qualifier for board candidacy.
- Providing continuing educational opportunities for candidates through required webinars and conference calls.
- Creating a positive experience for potential candidates, candidates, and conclave voters.
- Measurement of success: Identification of qualified candidates and election of the 2019-2021 Supreme Council.

N O M I N A T I N G C O M M I T T E E A P P O I N T M E N T

The committee will consist of a chair and no fewer than three alumnae representatives. At least one alumna representative must have a strong HR background, focused on recruiting and hiring personnel.

R E C R U I T M E N T O F C A N D I D A T E S

- The “call for nominations” will open with an announcement about the elections process (e.g., timeline, job descriptions, etc.), and will close on **February 15, 2019 at 11:59 PM PST**.
- The nominating committee, at its discretion, can establish a list of potential candidates, request recommendations from the electorate, and engage in recruitment activities for candidates.
- If there are not enough candidates running for Supreme Council positions, the nominating committee will solicit additional candidates.

RECRUITMENT OF CANDIDATES

As outlined in the Supreme Council Responsibilities and Expectations document, it is expected that each board member will add further depth and breadth to Supreme Council. Board members shall have the following qualities/characteristics:

- Highest level of integrity.
- Ability to read financial statements.
- Professional or other volunteer experience in areas such as: programming, real estate, higher education, business management, accounting, finance, law, capital investments, project management, public relations, marketing, human resources, sales, etc.
- Understanding of strategic planning.
- Prior or current service on a board of directors (preferred).
- Prior service to Phi Sigma Sigma as an alumna volunteer.
- Track record of professional behavior and ability to serve as a role model and mentor to others.
- Demonstrated experience inspiring and motivating others.
- Demonstrated excellence with regard to oral and written communication skills.
- Ability to communicate effectively and cooperate with others.

In addition to the qualities/characteristics outlined for board members, corporate officers shall have the following knowledge, skills, and abilities (KSAs), which are also outlined in the Supreme Council Responsibilities and Expectations document:

GRAND ARCHON

- Understanding of corporate governance, including board and management roles of nonprofit organizations.
- Understanding of financial management, including budgeting and investing.
- Understanding of human resources and compensation policies of non-profit organizations.
- Understanding of strategic planning.
- Extensive knowledge of Fraternity policies, procedures, constitution and bylaws.
- Self-motivated strategic thinker.
- Ability to counsel and influence people.
- Experience in speaking publicly to groups ranging in size from 30 - 900.
- Understanding of the greater Greek world.
- Prior service as a member of Supreme Council (preferred).

GRAND VICE ARCHON

- Extensive knowledge of Fraternity policies, procedures, constitution and bylaws.
- Understanding of human resources and compensation policies of non-profit organizations.
- Understanding of strategic planning.
- General leadership experience.
- Ability to counsel and motivate others.

- Prior service as a member of Supreme Council (preferred).

GRAND VICE ARCHON - FINANCE

- Financial management experience (preferred).
- Knowledge and experience with budgets and financial statements.
- Understanding of human resources, compensation and benefits.
- Understanding of corporate governance and nonprofit organizations.
- Prior service as a member of Supreme Council (preferred).

The minimum qualifications and requirements for candidates for Supreme Council are:

- Alumna member in good standing.
- Annual participation in the voluntary alumnae dues program.
- Service in one of the following capacities: standing committee/task force chairman, Foundation/NHC board member, chapter key advisor and/or other relevant Fraternity or non-Fraternity experience.
- Participation in all training/educational calls/webinars provided to nominees and/or candidates.
- Participation in a call with a member of the nominating committee to review job description of interested role.
- Successful and timely completion of the profile verification and any other information requested by the committee (e.g., candidate questionnaire).
- Other requirements as proposed by the nominating committee.
- Specifics for corporate officers:
- The Fraternity reserves the right to conduct a background check on corporate officers. Details on the process would need to be formalized.

Failure to meet any of the criteria/expectations outlined will result in the disqualification of a candidate. If the nominating committee wishes to add any qualifications to the above list, they must propose such for Supreme Council approval.

N O M I N A T I O N S P R O C E S S A N D T I M E L I N E

- A nominee must agree or decline to move forward in the nomination process within 48 hours of notification of the nomination. Failure to respond within 48 hours is the equivalent of declining the nomination.
- The committee will provide the election process and candidate requirements when they notify an alumna of her nomination.
- Each nominee will have seven calendar days from notification of the nomination to complete an online verification of her member profile.
- Alumnae who have accepted a nomination must complete a candidate questionnaire.
- The nominating committee will create a questionnaire for approval by the executive director and committee legal counsel no later than **January 14, 2019**.
- The nominating committee will distribute the questionnaire to candidates no later than **March 11, 2019**. Nominees will be given seven calendar days to return completed forms.

- The committee will be responsible for creating an educational program for candidates in the months of March, April and May. Topics will be selected by the nominating committee in consultation with the executive director.

P R O M O T I O N O F C A N D I D A T E S

The nominating committee will submit a process and timeline of all activities to be used to promote candidates (before and during Convention) for Supreme Council approval. Candidates will be announced to the electorate no later than **April 1, 2019**.

V O T I N G

Elections will be the first item under new business during Plenary.

E L E C T I O N S - R E L A T E D C O M M U N I C A T I O N S

- Positive campaigning to occur through various methods, including e-mail, phone calls, and in-person discussions, is allowed. No negative campaigning or “conning” of any potential candidate will be allowed. Sisters will adhere strictly to a “pro” only policy.
- Nominating committee members must maintain a neutral position and should not discuss preferences or support concerning specific candidates.
- Use of public technology (such as social networking sites like Facebook, Twitter, Snapchat, etc.) for campaigning by any member is prohibited. All members must protect the image of Phi Sigma Sigma.
- Use of mass e-mails or phone banking for campaigning is prohibited.