



Committee on Trustees Board Cultivating & Nominating Process: Researching, Cultivating, Nominating & Electing New Members of the Board of Trustees & Advisory Board

Mission: Ignite an enduring passion for nature that inspires action to ensure a thriving natural world.

Board Needs Assessment: The Committee on Trustees (COT) determines the needs of the Advisory Board (AB) and the Board of Trustees (BOT).

1) Active Board Prospecting & Cultivation Process

Submission of Candidates

1. **Identify Prospects:** Potential candidates for both the Board of Trustees (BOT) and the Advisory Board (AB) will be identified through personal relationships, professional interactions, as well as through The Wild Center's development efforts.
2. **Submit Names:** Names of potential candidates are submitted to the Committee on Trustees (COT) on a rolling basis. The person suggesting the candidate is the *proposer*.
3. **Confidential Candidate List:** Prospective candidates names are added to a confidential *Board Prospect List* that is actively updated by the COT. The list is confidential to protect the privacy of the candidates and the proposers and managed by the Staff Board Liaison on a restricted drive. The Staff Board Liaison is currently Libby Clark - lclark@wildcenter.org.
4. **Candidate Assignment:** A COT member volunteers to guide the cultivation of each candidate.

Candidate Evaluation

1. **Assess Skills and Knowledge:** Candidates are sought based on their knowledge and skills, which should be additive and useful to the current board members. The COT has identified the following criteria for reviewing candidates:
 - **Interest in one or more of the following: science, environment, climate change, natural systems, wildlife, and education,**
 - **Expertise/experience in one or more of the following: development/fundraising, digital/IT, science,**

finance/investment/accounting, education, organizational leadership, legal/HR, marketing/planning/PR, non-profit boards, retail/restaurant/hospitality/real estate

- **Knowledge and understanding of the importance of natural history museums, and other not-for profit organizations,**
- **Willingness to provide or secure financial support for The Wild Center,**
- **Commitment to regular participation in board work.**

2. **Evaluate Pluralism:** The COT evaluates how each candidate contributes to the pluralism¹ of the AB and the BOT. The COT is committed to cultivating an inclusive board that embraces diversity and ensures all BOT members are equally heard and valued.

Candidate Engagement & Proposer Activities

1. **Facilitate Interactions:** The proposer, or the assigned COT member, is responsible for ensuring that the candidate meets with the Board Chair and the museum's Executive Director. Numerous formal and informal opportunities are offered annually to facilitate these interactions.
2. **Monitor Engagement:** The COT monitors candidate engagement and reports updates to the Board Liaison so progress can be shared with the COT and noted on the Board Prospect List.
3. **Gauge Interest:** If the COT decides to proceed with a candidate, the proposer is contacted to gauge the candidate's interest in getting more involved with The Wild Center. [Talking points](#) are provided to help plan conversations.
4. **Collect Documentation:** Upon confirming a candidate's interest, the COT collects a resume, a brief one paragraph bio (later more information may be requested). This information is gathered for dissemination by the Board Liaison, currently Libby Clark, lclark@wildcenter.org.

2) Trustee Nomination & Advisory Board Recommendation

1. **Discuss Candidate:** The Chair of the BOT, Executive Director and COT discuss the candidate during regular meetings.
2. **Advise Chair:** Taking interactions, and current needs into consideration, the COT advises the BOT Chair on whether the interested qualified candidate is more suitable for the AB or the BOT.
3. **Meet with Chair:** Once endorsed by the COT, the Chair of the BOT personally

¹ Definition of Pluralism: Pluralism is a situation where people of different classes, religions, ethnicities, ages, and sexual orientations coexist while maintaining their distinct traditions and interests.

meets with all candidates and may explore interest in committee service.

4. **Selection for Nomination Candidates:** Fully vetted candidates are assembled into a short list for final review by the COT by September 30 each year to fill any vacancies.

3) Board of Trustees Election

Candidate Selection

1. **Select Candidates:** When there is a vacancy, the COT selects the BOT slate of nominees, with the advice of the BOT Chair, ideally by November 15.

Presentation & Nomination

1. **Present Candidates:** The COT presents the slate of candidates to the BOT electronically, including a brief bio for each two weeks before the January BOT meeting.
2. **Nominate Candidates:** The COT formally nominates the candidates for election at the January BOT meeting.

Election

1. **Elect New Trustees:** The full BOT votes on and elects the new trustees at the January Annual BOT Meeting.

4) Advisory Board Appointment

1. **Determine Suitability:** After a Prospecting, Cultivation and Review process, the BOT Chair decides if a candidate is suitable for the AB.
2. **Invite to AB:** If a fit, the BOT Chair invites the AB candidate to serve on the AB and informs the AB and BOT of the decision at the next scheduled Board Meeting.

Timeline

Jan-Dec	Active Board Prospecting & Cultivation Process Deliberate meetings candidates over one or two years (+/-)
Sept 30	Final Candidate List Prepared for BOT & AB Recommendation
Nov 15	BOT Chair complete individual candidate meetings
Mid Jan	Final Slate of BOT Nominations & Bios Sent to Board
Late Jan	TWC Annual Board Meeting - Annual BOT Election
Ongoing	Advisory Board Appointments (can happen anytime)