

Nominating Committee

Purpose: The Nominating Committee identifies candidates within specific areas of expertise, best suited to advance the mission of Ronald McDonald House Rochester, MN, uphold our core values and help the Organization meet current and future needs.

Structure: The President appoints a Nominating Committee annually consisting of an equal representation of non-trustees and trustees, one of which shall be the President-Elect. Current bylaws stipulate the composition of the Nominating Committee. The President Elect shall serve as chairperson of the Nominating Committee.

Frequency: Nominating Committee is formed and disbanded annually

Document Revision History:

Date	Action	Document Title	Signature
2/7/2022	Document created	Nominating Committee	P. Elliott

Process & Timeline

October

- Determine Nominating Committee Roster (must be an equal number of Board Members and Non-Board Members)
- Invite individuals to serve on the Nominating Committee and secure a meeting date in December

November

- Board of Trustees invited to submit recommendations for potential Trustees (see Prospective Board Member form)
- Identify potential Executive Committee / Board Members to serve as President Elect and Executive Committee members
- President Elect and Executive Director discuss and confirm Officer Roster based on the needs of the Organization and Trustee interest in serving in these leadership positions.

December

- Convene Nominating Committee
- Nominating Committee identifies potential Trustees

January

- President-Elect presents list of proposed Trustees to the Executive Committee for review and approval
- President-Elect, Executive Committee and Executive Director determine who will reach out to potential Trustees to determine willingness and interest in serving our mission. Traditionally, the

Nominating Committee

President Elect or another Executive Committee member makes the initial contact with potential candidates.

- Executive Director meets/speaks with each candidate to review position expectations & answer questions

February/March

- Executive Committee approves roster of Officers and proposed Trustees
- Board of Trustees approves roster of Officers and proposed Trustees

April

- New Trustees begin their terms at the Annual Meeting per our Bylaws

Trustee Areas of Expertise:

Medical Leadership	Technology
Finance/Accounting	Community Volunteer
Human Resources	Legal
Fundraising/Development	Business Leadership (owner)
Communications/PR/ Media	Special Events/Event Planning
Marketing/Brand Promotion	Management/Administration
Construction/Building	Facilities/Operations
Project Management	McDonald's Representative
Wealth Management	Entrepreneur/ Business Development



Ronald McDonald House®
Rochester, MN

PROSPECTIVE BOARD MEMBER

Fill out and return to the Executive Director or Board President.

Potential Nominee: _____

Area of Expertise: _____

Company: _____

Reason why this individual would be a good prospect for board membership:

Recommended By: _____ Date: _____

Nominating Committee

Sample Invitation to Participate in Nominating Committee Process:

Dear _____,

I am writing today to ask for your participation and assistance with our Ronald McDonald House Board of Trustees Nominating Committee process.

The Ronald McDonald House has a long legacy of outstanding Board Leadership, and the charge of the Nominating Committee is to identify candidates best suited to advance the mission, uphold the core values of Ronald McDonald House and meet present and future needs of the House. The Nominating Committee will be asked to identify community leaders who can fill three Board positions that will open up in April as Board Members complete their terms of service. The areas of expertise we are seeking include:

List area of Expertise here

List area of Expertise here

List area of Expertise here

*The Nominating Committee will convene on _____ @ _____ PM. *Typically a 2-hour meeting*

There will be two parts to the meeting, with a light meal provided for all participants. The focus of the first half of the meeting will be identifying community leaders/ candidates in the areas of expertise listed above.

During the second portion of the meeting, the list of candidates in each focus area will be narrowed to 3-5 individuals and prioritized. Once the list of 3-5 prioritized individuals has been identified for each area of expertise, the work of the nominating committee is complete!

The Executive Committee, along with the Executive Director, will reach out to the potential nominees identified to confirm they are willing to accept a nomination to the Ronald McDonald House Board of Trustees.

Thank you for considering our request to share your time and expertise to identify potential Board Members for Ronald McDonald House.

Sincerely,

Nominating Committee

Sample Agenda for Nominating Committee Meeting

Nominating Committee Meeting Agenda

Nominating Committee Roster:

Board Members:

Non Board Members:

Staff:

- 1. Welcome & Introductions***
- 2. Journal Reading***
- 3. Ronald McDonald House Rochester, MN***
 - Mission – Journal Reading*
 - Strategic Plan Framework*
 - Strengths, Weaknesses, Opportunities, Threats*
- 4. Confidentiality of Nominating Committee Process***
- 5. Identify Candidates in Areas of Expertise***
- 6. Prioritize Candidates***
- 7. Summarize Recommendations***

Include:

- *Board Member Position Description*
- *List of Past and Current Board Members*
- *List of Individuals recommended by the Board*

Nominating Committee

Sample Meeting Script for President-Elect and Board Members serving on the Nominating Committee:

**Update as needed to reflect current year, needs of the Organization and strategic focus*

♥ **Welcome: President Elect**

- Welcome to the _____ (insert year) Ronald McDonald House Nominating Committee!
- This process is vital to the sustainability and strength of the organization.
- The charge of the nominating committee is to identify candidates best suited to advance the mission, uphold the core values of the Ronald McDonald House and meet present and future needs of the House.
- Thank you for sharing your time and expertise with the House.

♥ **Introductions: President Elect**

- My name is _____. I have served as a trustee since _____. I am currently serving as President-Elect and will start my presidency in April _____.
- Let's take a minute to have everyone introduce themselves and their connection to the House.

• **Journal Reading: Executive Director**

- In our Home, we have 70 guest rooms. In each guest room, there is a journal – where families can leave a note regarding their stay or a kind word for the family that will stay in the room after they leave. We often receive notes and cards from families as well. It is the tradition of the Ronald McDonald House to begin our meetings with a journal reading or note from one of our guests. These notes keep us grounded in our mission and help keep us focused on the families and children we serve.
- _____ shares a journal reading!

♥ **Mission: Board Member**

- The mission of the Ronald McDonald House is to provide a home-away-from-home and caring support to families seeking medical care for their children.
- We are a 501C3 nonprofit organization, licensed by McDonald's Corporation
- Serving families in Rochester since 1980
- In 2019, we completed a \$17.5 million capital campaign to expand our physical capacity and our ability to serve more families.

Nominating Committee

- We are now the largest Ronald McDonald House in MN

♥ **Ronald McDonald House Board of Trustees – Background** **Board Member**

- The Board of Trustees is responsible for promoting and supporting the mission of the organization
- The board provides leadership, defines policy and develops resources to assure that the organization operates effectively and in accordance with its mission, core values and by laws.
- To the best of their ability, Board Members are asked to contribute time, talent and resources.
- The RMH bylaws stipulate that the number of trustees shall be no fewer than 12.
- Our Board today includes ____ voting members and ____ non-voting member.
- Currently we have (____) men and (____) women serving on the Board
- Currently (____) Trustees are employees of our health care partner Mayo Clinic
- Board terms are 2-years and board members may serve 3 consecutive terms – which is most typical

♥ **Board Members Completing Their Terms:** **President Elect**

List Board Members completing their terms and their areas of expertise here.

♥ **Strategic Framework:** **Board Member**

- Our key strategic areas are: Long Term Funding, Expand Reach, Organizational Excellence and Future Planning.
- The Organization will complete a new Strategic Framework for 2022 – 2024 in the coming months

♥ **Strengths, Weaknesses, Challenges & Opportunities:** **Board Member**

- The House has yet to grow into our larger facility. We completed our expansion project at the end of 2019 and then COVID-19 hit.
- Future growth of Ronald McDonald House physical capacity in the next 5-10 years

♥ **Nominating Committee Process:** **Board Member**

- The goal of today's meeting is to brainstorm potential board nominees in the areas of expertise we are seeking and prioritize a list of potential Board Members.

Nominating Committee

- The nominating committee will prioritize 3-5 candidates for each area of expertise.
- The Executive Committee, along with the Executive Director, will reach out to the potential nominees identified to confirm they are willing to accept a nomination to the Ronald McDonald House board of trustees. All Ronald McDonald House Trustees must pass a criminal background check.
- The candidates who have affirmed their willingness to accept a nomination will be confirmed by the Executive Committee.
- The full Board of Trustees will vote on the Board Nominees at the February or March Board Meeting.
- Board terms will begin with our annual meeting in April

♥ **Confidentiality: Board Member**

The Nominating Committee confidentially discusses potential nominees. The success of the nominating committee requires all participants to respect the confidential nature of this process.

♥ **Let's Begin! President Elect**