

USPC Nominating Committee Procedure Manual
2016By-laws of the USPC Article 6.2:

Nominating Committee. The Board shall appoint a Nominating Committee consisting of five members, all of whom must be Corporate Members. Members of the Nominating Committee shall be appointed for three year terms. The Nominating Committee shall select one member to serve as Chair of the Committee. The Board shall define the duties of the Nominating Committee by policy or resolution

Duties of the Nominating Committee of the USPC Board of Governors. **Refer to Appendix A.**

I. Identifying the needs for potential nominees

- a. Maintaining a roster of Board members
 1. The Chair of the Nominating Committee shall maintain a spread sheet that shows the current Board members, their date term ends, notation as to first or second term, skill set.
 2. This roster shall be updated in January of each year following the meeting of the corporation and election of Board members.
- b. Assessment of the current Board in January prior to the first Board meeting of the year
 1. The Governance and Nominating Committee should meet jointly for the purpose of determining the appropriate skills and characteristics of Board members in the context of the then-current issues and challenges that the Board will be facing and to determine a reasonable number of members for the Board that will allow for completion of the workload of the Board.
 2. The Chair of Nominating and Governance shall be prepared to report to the Board recommending a targeted number of Board members and skill sets needed for the following year.
 3. The Nominating Committee shall conduct an assessment of the current Board specifically to include issues of diversity, age, geographic locale, skill set and other criteria that is felt to be relevant to the organization at the current time. A variety and balance of skills, background and experience is desirable in the makeup of the Board.
- c. Identifying needs
 1. Based on a review of the current Board roster the Committee should review the rotations schedule of each Board member and be prepared to suggest to the Board a projected size for the Board for the year following

II. Soliciting for nominations

- a. Appeal to all Board members asking them to identify potential Board members from their geographic locale.
 1. Periodic reminders to the members of the Board asking that they keep their eyes and ears opened in their travels for potential Board members.
- b. Develop a catchy "ad campaign" to be used throughout the year for periodic postings to all digests, USPC News, E-news and any other printed publication in an ongoing schedule.
 1. Start the "ad campaign" at the USPC Annual Meeting
 2. Consider inserting a flyer in the meeting packets for all registrants that has the "ad" for nominations
 - i. Give a little "sales pitch" about the importance of nominations for the Board during the report of the Nominating Committee at the Meeting of the Corporation.
- c. Post the ad on all digests used by USPC and repeat the posting on a monthly basis from February-August.
- d. Remind all of the location of the Nomination Form (USPC web site forms page under "B").

III. Screening Process of nominations

- a. Committee review of the nomination form;
 1. Does this person have any of the skills that have been identified as needed
 2. Does this person have any documented experience working as a member of a team or group (committee work may be a good example).
 3. Does this person have any previous experience serving as a member of a non-profit board.
 4. What are the characteristics of this nominee and how do they fit with the list that was established at the start of the year (age, geographic location and any other criteria identified)
- b. If the committee is in agreement that this nominee should be pursued further a request will be sent asking for more specific information (email with form attached will suffice). **Refer to Appendix B** for questionnaire form. Attach a copy of **Appendix D** and **Appendix E** when sending potential nominees the questionnaire.
 1. Completed questionnaire will be circulated to all committee members for their review and discussion on next committee call. If the committee is in agreement that this nominee should be pursued further or if there is the need to clarify information a telephone interview will be set up (assigned to a member of the Nominating Committee with a deadline for completion and reporting back to committee). **Refer to Appendix C.**

III. Preparing the report to the Board

- a. The Chair of the Nominating Committee shall contact the Chair of the Advisory Committee by mid-September of each year, if not already contacted, to request the Advisory Committee's suggested names for consideration for Advisory Committee members for the coming year.
- b. At the fall Board meeting the Chair of the Nominating Committee shall be prepared to present a report from the Nominating Committee with the suggested slate of Board members for the coming year that includes:
 1. Board members invited to return for a second 3 year term.
 2. New Nominees for vacant Board seats.
 3. Suggested names of those to fill Executive Officer positions.
 4. Suggested names of persons to serve on Advisory Committee.
 5. In consultation with the President suggest names for members of the Nominating Committee for the coming year.

IV. Preparing for the Meeting of the Corporation

- a. Immediately following the fall Board meeting contact all nominees and request information to be included in the mailing that accompanies the proxy vote.
 - i. Instruct each nominee to submit for a Background check immediately and remind them that they cannot be inducted to the Board until there is a satisfactory background check completed.
- b. Develop the "ad" for the flyer to be placed in all Annual Meeting packets
- c. Committee conference call prior to the date of the Annual Meeting to prepare the report of the Nominating Committee for the Meeting of the Corporation.
- d. Review notes from Telephone Interviews and prepare a list of the interests of new nominees as related to Standing Board Committees and provide this to the President for his/her use when assigning Board members to Standing Committees.

Nominating Committee Timeline:

January – First NC meeting to be held at the Annual Meeting

- Review the report of the committee to be presented at the Meeting of the Corporation
- Review the spread sheet to determine the status of current Board members to determine the # of board seats that will need to be filled and identify the skill sets that will be needed
- Meet jointly with Governance to discuss the skill sets needed for future Board members and prepare request to the Board for suggested # of Board members for the following year
- Make the first request to the pony club community soliciting for nominations
 - Create a flyer to be inserted in the USPC Annual Meeting packet that includes the nomination form
 - Present a short "sales pitch" at the Meeting of the Corporation to kick off the year and stress the importance of nominating board members

February - First digest posting soliciting nominations and listing those skills that are of particular need. Postings should be repeated monthly through August.

March - Committee call for the purpose of discussing any nominations and the plan for moving forward from that date.

April - Second committee call to review nominations that have been received and to adjust the strategy of the committee if need be

May - Committee call prior to spring Board meeting; prepare a report to the Board updating them on any nominations and soliciting their input

- Review any nominations that have been received

June - Digest posting reminding everyone of the importance of nominating people to the Board. Give some examples of the recent work of the Board and how it has impacted the organization.

July - Committee call prior to USPC Championships to develop a plan for soliciting nominations at Championships. Consider as possibilities;

- posters advertising for nominations with a supply of nomination forms attached to the poster
- Representatives at the Information tent

August - Digest posting
Contact chair of Advisory Committee to ask about names of prospective Advisory Committee members.
Discuss officer positions

September Digest posting
Committee call to update on nominations

October Committee call prior to the fall Board meeting to finalize report to the Board

November Prepare for the Annual Meeting and the Meeting of the Corporation

APPENDIX

**UNITED STATES PONY CLUBS
RESOLUTION #3**

SUBJECT: DUTIES OF THE NOMINATING COMMITTEE OF THE USPC BOARD OF GOVERNORS

EFFECTIVE DATE: 5/19/01

DUTIES:

1. The Committee shall maintain a roster of individuals who may be qualified for election or appointment as Governors, Committee Chairs or to other positions within the USPC, Inc.
2. The roster as much as possible shall be of a broad geographic representation.
3. The Nominating Committee shall, at each Annual Meeting of the USPC, Inc. submit nominations for such number of Governors as are eligible for election to the Board of Governors.
4. At the regular Annual Meeting of the Board of Governors, the Nominating Committee shall present for election a slate of officers for the following year.
5. The Nominating Committee shall present nominations for membership on the Advisory Committee. One third of the Advisory Committee members shall be appointed each year. Vacancies may be filled as needed.
6. In the event of any vacancy on the Board of Governors or in any executive office, the Nominating Committee shall recommend to the Board of Governors a candidate or candidates for appointment to the Board of Governors to fill such a vacancy.
7. In consultation with the President, the Nominating Committee shall present a number of recommended names for Nominating Committee members for selection by the Board of Governors.

Established: _____ Date: 5/19/01

QUESTIONNAIRE FOR CANDIDATES FOR USPC BOARD OF GOVERNORS

(please attach a separate page if needed)

Name: _____

Phone: _____

Address: _____

Cell phone: _____

Email: _____

Pony Club Experience: (please include number of years with each activity and indicate past or current)

Club:

Region:

National:

Equestrian Industry Affiliations/Experience:(please include number of years with each activity)

Business/Professional Experience:

Volunteer Organization Experience:

I am interested in serving as a USPC Governor because:

Areas of expertise that will allow me to make a contribution to the Board:

Please list one Pony Club reference including name, phone and email:

Signature: _____

Date: _____

Telephone Interview for prospective BoG nominees - Provide copy of the notes from the interview to the Chair of the Nominating Committee.

Purpose of the interview:

To get beyond the obvious information and find out what really motivates a potential board member. As a result of the telephone interview you should be able to develop a sense of the potential board member and their basic philosophy and outlook for the future of the organization and how they will mesh with the current board.

Talking points

- emphasize that this is a working board and every member is expected to serve on at least two standing Board committees
- must serve as an Advocate of the USPC taking every opportunity to promote its Mission, programs and services
- must be willing to make a financial contribution (expect 100 % of the Board to donate to the annual fund drive - helps with fund raising to be able to say that 100% of the Board gave to the annual fund
- expected to attend all Board meetings at own expense

How passionate are you about our Mission? - *Passion is the driver when it comes to asking others for money, being an ambassador in the community, or being an effective advocate of the organization.*

Why are you interested in becoming a member of the Board?

What are your personal dreams or aspirations that could be enhanced by service on our board?

What motivates you as a volunteer? *This is an important question to ask as you want to know what will keep this person engaged over the years of his or her board service. Asking questions about previous volunteer or board service and which of those were most rewarding will help to identify the type work that is most fulfilling for the person. We are trying to match board nominees to the culture and practices of USPC. This information can be helpful to the President in matching Board members to standing BoG committees or ad Hoc committees as the need may arise.*

What would make for a satisfying board experience for you?

Service on the board requires a significant amount of time for meetings, studying issues, and other activities? How much time do you anticipate you will have to devote to the board and what other commitments do you have?

What professional or personal constraints on your time or service might you anticipate?

Which of the Standing Board Committees would you prefer to serve on? *List top 3 choice in order of preference.*

Communications Development Finance Governance
 Policy Strategic Planning Regional Administration

In addition to assignments as members of a working Board there are three additional roles for the Board member — ambassador, advocate, and asker—which role(s) would you be most comfortable in? *Of course it is good to say that the goal is for board members to fulfill all three roles!*

What do you see as the major issues facing the USPC in the next decade?

USPC Ten Basic Board Responsibilities

1. Determine the Organization's (USPC) Mission and Purposes
2. Select the Executive Director when the position is vacant.
3. Support the Executive Director and review his/her Performance.
4. Ensure effective organizational planning.
5. Ensure adequate resources are available to the organization.
6. Manage resources effectively.
7. Determine and monitor the organization's (USPC) programs and services.
8. Enhance the organization's (USPC) public image.
9. Serve as a "court of appeal".
10. Assess its own performance.

Taken from "Ten Basic Responsibilities of Nonprofit Boards"; National Center for Nonprofit Boards.

Individual Board Member's Responsibilities

- Support and promote the USPC
- Be a Corporate or Life Member of the USPC
- Attend all board meetings at their own expense (3 meetings per year)
- Attend meetings of all assigned committees and actively participate in the work of those committees. (usually conference calls)
- Contribute to the USPC annual fund.
- Complete the required Youth Protection Module which includes completing the required background check.
- Stay informed; ask sufficient questions to enable an informed and independent decision on all matters put before the board.
- Ensure compliance with all applicable laws & policies.
- Execute their fiduciary duties and adhere to the principles of the “3 D’s” (covered in orientation)
- Help to identify and recruit new board members.
- Duty to disclose Conflict of Interest, real or perceived and adhere to the Code of Ethics as per USPC Policy [0710](#) and its attachment. Must sign the Committee Agreement initially and update annually.