

## HSNS Board Nominating Committee: Recruiting Procedure

### Step 1:

Interested individual contacts HSNS Administrative Assistant to the CEO indicating their interest in serving on the Board of Directors. Administrative Assistant confirms the individual's contact information and advises the Nominating Committee Chair.

### Step 2:

Nominating Committee Chair advises the Administrative Assistant to send the **HSNS information Package** and **Expression of Interest Form** if appropriate.

### Step 3:

The Administrative Assistant receives the completed **Expression of Interest Form** (checking that it is complete), acknowledges receipt of the **Expression of Interest Form**, and forwards this to the Nominating Committee Chair.

### Step 4:

The Nominating Committee reviews the **Expression of Interest Form** and determines whether to proceed with arranging for an interview by the Nominating Committee Chair (or designate). The interview is conducted using the standard **Board Recruiting Interview Form**.

### Step 5:

The results of the interview are conveyed to the Nominating Committee and a decision is made whether to recommend the individual to the Board as a potential new board member. If the decision is to recommend the individual, a reference check is made by the Chair of the Nominating Committee or Chair of the Board, using the designated standard **Reference Check Form**.

### Step 6:

Following a positive Reference Check, the Nominating Committee brings forward information about the prospective members to the Board one month in advance of the Annual Meeting (e.g. May). The individual's name is then added to the prospective slate of new officers to be presented for approval at the Annual Board Meeting (or designated Special Meeting of the Board).

### Step 7:

The Administrative Assistant sends a letter to the individual advising him/her of the Board's decision and next steps regarding orientation and preparation for attending the next Board meeting as appropriate. The **Reference Check Form** for the individual is destroyed regardless of decision from the Board.