SFA Advisory Board Nominating Procedure

FEBRUARY/MARCH

- The SFA director will present the strategic initiatives of SFA to the Executive Committee. The Executive Committee, with input from the SFA advisory board, membership, and other SFA stakeholders, will then create a list of possible advisory board members. The Executive Committee shall establish the number of members of the Board, which may vary from year to year.

- The SFA Executive Committee will then reach out to the nominees to determine interest in serving. In order for an SFA member to be formally considered for advisory board service, he/she will submit a resume to the Executive Committee.

- Those SFA members interested in advisory board service agree to:
  1. Embrace the mission, vision, and values of the SFA
  2. Commit to working together and with SFA staff in a collegial manner
  3. Allocate necessary time to participate in meetings, events, and special projects. This time commitment will include at least one in-person meeting each year, advisory board calls when necessary, and encouraged attendance at two SFA events each year.
  4. Promote the SFA to the extent the advisory board member’s professional standards will allow.
  5. Provide a level of financial support to SFA. Note, a successful SFA advisory board embraces economic diversity. As such, there is no minimum contribution to the SFA required for advisory board service. It is expected, however, that each advisory board member will donate to the SFA as he/she is able.
  6. Participate in SFA advisory board meetings whether in person or via teleconference.
  7. Serve a single two-year term with the possibility of renewal for an additional two-year term depending on the programmatic and planning needs of SFA and the availability of the advisory board member.

- Each advisory board member is nominated to serve one 2-year term. In the last year of a board member’s first term, the advisory board member will be contacted by a member of the Executive Committee to assess the board member’s ability or willingness to serve a second term relative to the strategic needs of the SFA. While it is possible to serve two 2-year terms on the SFA advisory board, there is no automatic renewal.

APRIL/MAY

- Interviews with potential advisory board members will be conducted by the Executive Committee. Two Executive Committee members will interview each candidate.
Nomination to the SFA advisory board does not guarantee immediate advisory board service as the strategic needs of SFA will direct the composition of the advisory board.

**JUNE/JULY**

- At the conclusion of the interviews, the Executive Committee will present a slate of new advisory board members to the existing advisory board.

- In composing that slate, the Executive Committee will consider the current strategic focus of SFA, the need for the Executive Committee to always be composed of subject matter experts in the areas of academics and finance, and the portfolio/availability of each nominee. The Executive Committee will be guided in its slating work by SFA's goal to bring together a thoughtful, diverse community of leaders and thinkers to inform our work.

- The advisory board will vote to approve or disapprove the slate as presented by the Executive Committee.

- After the advisory board approves the slate, the Executive Committee will contact all nominees interviewed but not slated. This is done as a courtesy and may be accomplished via email, phone, or personal visit. The method of contact may vary person to person and is up to the Executive Committee’s discretion.

**AUGUST**

- The president reports election results to the board.

- SFA staff sends an email to newly elected members reporting on their election.

- SFA staff, via email, reports election results to the general membership, including new board member bios and, possibly, photos.

- The president calls newly elected board members to personally welcome them to the board, reiterate board obligations, and let them know about any already-scheduled meetings.

- SFA staff sends new board members a board manual.

- The Executive Committee conducts new advisory board member training. This is a virtual training session so as not to require additional travel of newly slated advisory board members.
SEPTEMBER

- The president thanks exiting board members for their service, preferably with a phone call or a handwritten note.
- The staff sends exiting board members a token of gratitude.

AFTER THE FALL SYMPOSIUM

- New advisory board members attend their first advisory board meeting or participate in their first advisory board call.