

## STAR ISLAND CORPORATION COMMITTEE CHARGE

Committee: Committee on Appointments

Role: To assist the Board and committee chairs in identifying and recruiting candidates for committee membership; share good practices where appropriate to support committee operations.

Responsibilities and Activities:

- Identify and recommend to the Board and CEO members for the various committees.
- Provide Nominating Committee recommendations to the Board by December 31 for confirmation by the Corporation at the Annual Meeting.
- Provide information to the Shoaler community, and especially to the Membership Committee and new SIC members, as to the committee appointment process.
- Maintain a process that ensures consultation with the Board, staff, Committee Chairs, committee members and others as it deems necessary for suggestions about potential members. (See separate CoA process document)
- Be the focal point for SIC members and other Shoalers to volunteer their skills and talents by serving on committees.
- Seek ways to broaden representation and diversity of SIC committees.
- Confer with Chairs of Committees, the Board and staff about members currently serving on a committee toward reappointment.
- Work with the Membership Committee to understand skills and interests of members, providing insight about potential candidates for the positions to be filled.
- Work with the Membership Committee to get new SIC members involved in committees as soon as possible.
- Review annually with the various Star Island committees, the operational needs of the committees as they relate to the recruitment and retention of members.

Expectations of Members:

- Understand the committee's responsibilities and activities and their relationship to the Star Island Strategic Plan.
- Attend meetings (typically by video or phone) to report on ongoing status of committee appointments as well as contribute ideas to the working of the overall committee.
- Participate in activities and tasks needed to fulfill the role of the committee, including contacts with committee chairs, staff and Board liaisons, and prospective members. This typically involves telephone and email conversations.
- Be an ambassador for the committee and its work.
- Be a liaison to 1-3 Star Island committees.

In addition, members are expected to develop:

- Knowledge about the charge and function of the committees to which they are the liaison. This includes collaboration with the committee chair and potentially attending select committee meetings as agreed with the chair.

- Knowledge about the essential characteristics and skills potential members must possess, for the committees to which they liaison.
- Understanding of characteristics related to leadership such that leadership potential can be tested out through committee work, with the knowledge that Board membership often draws from active committee members.
- Familiarity with Shoalers beyond one's own conferences - often as shared by other CoA members - so that committee membership can represent the broader community.
- Understanding of the SIC's [Beloved Community work](#) and [Strategic Plan](#) and awareness of the goals of these initiatives, particularly how it accords with the Island's vision for its long-term future.
- Ability to seek and honor diverse perspectives, as well as to be mindful of eliminating potential barriers to inclusion and to create "safe" or "brave" spaces for new voices to emerge as part of the on-going effort to broaden the Star Island community to reflect diverse voices and perspectives. This effort is not intended to be a symbolic gesture, but as a deep and long-term commitment to authentically cultivate a broader set of voices within the Star Island leadership.
- Understanding of the developments in Star Island's governance structure and further these goals, when possible, through committee appointments.
- Ability to interview prospective committee members to explain duties and terms and determine interest in serving.

#### Member Terms:

Three-year terms that may be renewed for one additional three-year term.

#### Committee Composition:

Between 6 and 12 people to adequately represent the conferences and to have a perspective on the talent pool. The Board will appoint a Board Liaison as a non-voting member. The CEO will appoint a Staff Liaison as a non-voting member.

#### Meeting and Reporting

The committee will meet at least four times a year, although typically meetings are monthly except during the summer. Minutes of meetings will be taken and available to the Board and Staff. An Annual Report will be provided to the SIC office by February 15 (or other date as agreed with the SIC Office Manager) for inclusion in the packet for the SIC's Annual Meeting.

#### Special Provisions:

Steps for recommending appointments:

1. Determine the characteristics desired in members of the specific committee for which they are filling positions (by reviewing the Committee's charge, interviewing current committee members, the SIC Board and staff, etc.). Note that there are specific by-laws requirements for the Nominating and Membership committees.
2. Consult with Chair, Board Liaison and Staff Liaison and examine the SIC list and the broader Shoaler lists to identify those persons having the requisite characteristics and skills.
3. Interview potential nominees to let them know what the position requires and to determine their interest in serving, including potential interest in other Island activities or other committees. Leave discussion open without committing to future membership, explain process and obtain a bio. *See CoA Process Flowchart for details.*
4. Review candidates/bios with Chair, Board/Staff Liaison, and any other stakeholders.

5. Bring committee recommendations to SIC Board or CEO for final approval, including bios of proposed candidates. *Review memo with CEO prior to submission.* The Board will act on the recommendations for appointments for all Board Committees. The CEO will act on recommendations for appointments to committees that report to the CEO. The CoA will inform the Board of the appointments to the committees that report to the CEO.
6. The Board or CEO will send a standardized letter formalizing the appointment and term.

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