SOMAA Nominations & Succession – Voting and Associate Board Members
Summary Document

Purpose
The purpose of this document is to summarize the procedures used to replace SOMAA Board members whose term of service has ended or whose term will be complete by the end of the current fiscal year. The procedures to replace student representatives are contained in a separate document.

Background
SOMAA Voting and Associate Board members are elected to an initial two-year term. At the end of her 2nd year of service, a Voting or Associate member may choose to remain on the board for a third year. At the end of her 3rd year of service, a Voting or Associate Board member may choose to remain on the Board for a fourth and final year. It is the responsibility of the COO or other Board officers to determine how many Board openings there will be at the end of the fiscal year, to recruit replacements and to manage the selection process. Members’ terms begin and end in the month of June.

To ensure an objective process, the Nominations Committee shall include two former Board members, as defined below under Stage 2. The final recommended candidates shall be communicated to SOMAA members as a slate for an up or down vote.

Preferred Qualifications for Voting Board Members
- General qualifications include:
  - Demonstrated commitment to SOM
  - Interest in contributing to the alumnae
  - Leadership abilities
  - Able to think strategically
  - Team player who would complement the diversity and capabilities of current Board make-up
  - Commitment to give required time
  - Initiative, ability to make an impact in the position
  - Background/experience in the specific position
  - Prior board experience
- Specific qualifications are documented in position descriptions.

Preferred Qualifications for Associate Board Members
- General qualifications include:
  - Demonstrated commitment to SOM
  - Interest in contributing to the alumnae
  - Leadership abilities
  - Able to think strategically
  - Team player who would complement the diversity and capabilities of current Board make-up
  - Commitment to give required time
  - Initiative, ability to make an impact in the position
- Specific qualifications are documented in position descriptions.

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1 Voting and Associate members are defined in the Board Bylaws.
Decision Criteria for Recommended Slate of Candidates:

- The recommended candidates are diverse in background, class year, ethnicity and geography.
- The recommended candidates meet general Board qualifications and specific position qualifications.
- Some of the recommended candidates were nominated by their peers of other members of the SOM community.
- Candidates should be selected for the slate in such a way as to ensure that the majority of Board members have prior Board experience.
- Candidates are reviewed and selected for the slate based on their qualifications and the requirements of the job description. This is followed for both the internal and external nomination cycle.

Process Outline

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<th>Step</th>
<th>Timeframe</th>
<th>Summary of Process Step</th>
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<tr>
<td>1</td>
<td>December</td>
<td>Identify upcoming Board openings and review position descriptions</td>
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<td>2</td>
<td>December</td>
<td>Form Nominations Committee with 2 current Board members, 2 former Board members and a representative from ODAR.</td>
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| 3    | December        | Solicit nominations from current Board members who are interested in a new Board position.  
  - If a current Board member is interested in a position, they must submit a letter of interest along with an updated resume. |
| 4    | January         | Nominations Committee interviews internal candidates and recommends internal candidates to the full Board for a vote  
  - Schedule and conduct phone interviews with internal candidates and the Nominations Committee.  
  - The Nominations Committee shall use the same decision criteria for internal candidates and external candidates. If an internal candidate does not have the required criteria, she shall be denied the new position. |
| 5    | February - March| Announce remaining Board openings and solicit nominations from the alumnae community  
  - Publish an announcement of the Board openings in separate email to alumnae with an early March deadline for acceptance of nominations.  
  - The announcement shall include a brief description of each open Board position. Applicants are asked to submit a letter of interest along with a resume.  
  - Allow for 4 weeks for submission of resumes and letters of interest. |
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<th>March - April</th>
<th>Interview external candidates and recommend external candidates to the full Board for a vote</th>
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<td>• Schedule and conduct phone interviews with all external candidates and the Nominations Committee.</td>
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<td>• The recommendation shall include detailed descriptions of all candidates along with reasons for specific recommendations.</td>
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<td>April</td>
<td>Conduct voting</td>
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<td>• Draft a slate with detailed descriptions of each candidate. The descriptions shall describe each candidate uniquely and, if possible, resumes should be included.</td>
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<td>• Send slate to SOM to be sent in the next eNews. Provide a deadline of 7-10 days after the email goes out for response.</td>
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<td>April - May</td>
<td>Announce and Welcome New Board Members</td>
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<td>• Announce and introduce new Board members at SOMAA Annual Meeting and on the SOM alumnae website.</td>
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Note: The months referenced in the stages and steps below are the ideal timeframe. The timeframe may change depending on other circumstances.

The document which outlines the process in more detail is available upon request. Please contact the SOM ODAR to request a copy.