

REVISED DRAFT 5/26/2009

CMC BOARD NOMINATING COMMITTEE SUGGESTED SCHEDULE

- Monday, May 18** **Initial committee meeting, charge to the committee**
- Monday, June 1 Submit announcements and application forms to CMC newsletters and websites
- Committee develops application evaluation criteria.^(a) These should be based on information that can be extracted from the applications.
- Committee develops interview questions.^(a) There is a need to limit the number of questions to keep the lengths of interviews reasonable. A reasonable number of questions might be a half dozen.
- Saturday, Aug 15 Deadline for applications
- Share applications with Committee members. The expectation is that we'll receive about 15 to 20 applications.
- Committee members review candidate applications on the basis of criteria developed earlier.
- Wednesday, Aug 19** **Committee meeting to decide which candidates to interview^(b)**
- The objective is to select about 7 to 10 candidates for interviews
- Chair checks availability of Nominating Committee members and candidates and schedules interviews
- Wednesday, Sept 9** **Candidate interviews^(c)**
- Wednesday, Sept 16** **Candidate interviews^(c)**
- Thursday, Sept 17** **Candidate interviews^(c)**
- Friday, Sept 18** **Candidate interviews^(c)**
- Tuesday, Sept 29** **Committee meets to select finalists**

	Committee prepares recommendations for the State Council election
Tuesday, Oct 6	Committee recommendations submitted for State Council agenda
Saturday, Oct 17	Election of Board members at the State Council meeting^(d)

Notes

Meetings and phone interviews to be scheduled with Nominating Committee members are indicated in bold.

- (a) Could be accomplished via e-mail.
- (b) Schedule committee meetings 5:30 – 7:30 p.m.
- (c) Phone interviews scheduled during the evening hours, say 6:30 - 9 p.m., are suggested. Plan for two to three interviews per session, each about 30-45 minutes. It would be desirable to start off the interviews using the same questions with all candidates. Some differences in follow-up questions, depending on candidate backgrounds, are probably unavoidable. However, every effort should be made to ensure that candidates are treated equally. Not all Nominating Committee members need to be present at all of the interviews.
- (d) State Council meetings are usually held in the afternoon.