



## **Center for Volunteer & Nonprofit Leadership Guidelines for Appointment to the Buck Family Fund of Marin Community Foundation's Board of Trustees**

### **I. OVERALL GUIDELINES**

Center for Volunteer & Nonprofit Leadership (CVNL) has the responsibility to appoint one member to the Buck Family Fund (BFF) of the Marin Community Foundation's (MCF) Board of Trustees. Terms are four years in length, with each board member limited to a maximum of two consecutive complete terms. Each time the term of a current CVNL appointee to BFF expires; there will be an open, thoughtful and competitive appointment process.

CVNL holds that its appointment must be experienced in the not for profit sector with great sensitivity and understanding to the needs and issues of the traditionally disenfranchised and diverse communities in Marin. This individual must understand the purpose, value and potential of nonprofit organizations' contributions/impact on Marin and must have demonstrated leadership in the field.

CVNL views its appointment as representing the Marin community as a whole, and in particular the nonprofit community, but not as a delegate of CVNL with instructions or requests to represent the specific interests of the member agencies. CVNL does expect its appointee to be informed about, interested in and willing to draw on the knowledge and resources of CVNL, and to commit to an ongoing dialogue with CVNL, the Board of Directors, and with Marin's nonprofit community and the people they serve.

The following paragraphs outline the criteria and conditions that CVNL will use in its appointment process, as well as the procedures for making the appointment. These procedures have been approved by the Board of Directors. Any changes to the guidelines, procedures, timeline, as well as the final candidate selection, must be approved by the CVNL Board.

### **II. CRITERIA FOR MCF TRUSTEE CANDIDATES**

- A. Primary residence in Marin at the time of the appointment and continuing during the term of service, and for five years prior to the time of appointment.
- B. Proven and effective leadership in an organization addressing community charitable needs; familiarity with public and private institutions serving those needs in Marin County; familiarity with the voluntary sector and with nonprofit governance and operations.
- C. Appreciation for an open community process, and the ability to respond constructively to community pressures and concerns.

- D. Representative of a broad spectrum of interests and expertise with demonstrated competency and skill working with diverse groups of people; bringing credibility and stature that will inspire community confidence.

### III. CONDITIONS SPECIFIC TO CVNL APPOINTMENT:

- A. Upon selection, trustee will determine whether it is necessary to resign from any Marin Nonprofit board(s) that he/she is currently sitting on or any board with interests in Marin.
- B. While it is not required to be a current CVNL member, it is strongly encouraged to be affiliated with a Marin nonprofit organization.
- C. May not be a member of the Selection Committee for the appointment.
- D. Must be willing to have application publicly known.
- E. Shall have an understanding of and commitment to CVNL guidelines for BFF Trustees Responsibilities and Qualifications.
- F. Must have a desire to serve and be willing to accept the workload this assignment imposes, including attending BFF Trustee meetings and CVNL meetings as required and requested.
- G. Must have a commitment to engagement and outreach. Expectation is to speak to and meet with CVNL representatives on a regular and consistent basis.
- H. The application must be accompanied by a completed form that is signed by the applicant, include all required attachments, and three letters of recommendation.
- I. CVNL's appointment is by nomination and ratification rather than by election, therefore campaigning by an applicant on his or her own behalf is highly discouraged.

### IV. APPOINTMENT PROCESS

#### A. SELECTION COMMITTEE

1. The Board of Directors of CVNL will make recommendations from the nonprofit community for individuals to serve on the Selection Committee. The committee will be appointed by the board at least six months prior to the end of the current appointee's term (assuming completion of the term). It will consist of no less than five and no more than nine individuals appointed for a one-year term. Each person may serve more than one term. The board shall appoint the chairperson of the committee, who shall be a current member of the CVNL Board of Directors.
2. The Selection Committee members must strive to reflect the wide range and diversity of Marin as well as have an understanding and commitment to community level multi-cultural interests. They must exhibit knowledge of and experience in the nonprofit and public service sectors and a commitment to services for the needy, underrepresented and disenfranchised. The

appointments to the Selection Committee endeavor to reflect diversity in age, gender, geography, race and culture.

3. The appointments to the Selection Committee must be board or leadership members of the Marin community. Two members of the Selection Committee must be members of the CVNL Board.
4. Members of the Committee must be prepared to attend an orientation and the agreed upon schedule of meetings provided at the time of nomination.

## B. SELECTION COMMITTEE PROCEDURES

1. At the required orientation, the Selection Committee will meet to develop their relationship as a group, familiarize themselves with the process, and clarify their understanding of outreach activities and confidentiality.
2. The Selection Committee may consider the composition of the BFF Trustees in order to provide a balance of gender, ethnicity and expertise on that board. The Committee may ask MCF staff or current or past board members to provide their perspectives on skills, expertise and balance factors needed on the Board of Trustees. Additionally the CVNL applicants should be committed to, and whenever possible, have experience supporting a social and economic justice priority in the community.
3. The Selection Committee will partner with CVNL to provide outreach in order to inform the general community of criteria, procedures, and the time table for the nomination based on the following conditions:
  - a. The Selection Committee welcomes comments addressing support, issues or concerns on candidates for a specific designated time once the applicants are made public. All comments must be addressed to the chair of the committee in writing (email accepted).
  - b. Following the interviews, the Selection Committee will narrow the applicants.
  - c. The committee holds the right to hold a public meeting or forum for the purposes of introduction and conversation with potential CVNL applicants. Such meetings will be open to the public for observation.
  - d. After the Selection Committee has made its final selection and presented that selection to the CVNL Board for approval, the applicant will be announced.

## V. PROCEDURES IN THE CASE OF AN UNANTICIPATED VACANCY/INABILITY OF APPOINTEE TO COMPLETE TERM

- A. The CVNL Board of Directors may make an interim appointment for a period not to exceed one year; or
- B. The Board of Directors will initiate the Appointment Procedures as outlined in this document. Due to the unanticipated vacancy, the board may adjust the procedures and timeline.

VI. PROCEDURE IN THE EVENT A CURRENT APPOINTEE WISHES TO SEEK  
RE- APPOINTMENT

- A. The appointee must be re-nominated in an open process consistent with the procedures outlined in this document.
- B. Past performance as the CVNL trustee appointee, in addition to general guidelines outlined in this document, will be considered as a factor in evaluating this nomination.
- C. Appointee must meet all current criteria and guidelines in order to be considered.

*Revised- 4/26/19*