



Application and Interest

There are a number of ways that members may become interested, aware, and recruited to sit on the SHSA board:

- When SHSA board and staff are approached by interested persons (candidates) that wish to sit on the board.
- When the SHSA Board puts out a directive to recruit
- SHSA staff may come across potential directors in due course of business and network development.
- Current SHSA directors of the board pull someone from their direct or indirect network
- A public call is made by way of advertising, website, or other on the direction of the board.

In every case of recruitment the following process will be followed:

Step One:

1. Inform candidates there is a board nomination process and qualify that they meet the provisions for being a director.
2. Meeting the qualifications, forward or link candidates to the "Being a Director of the SHSA Board", "Get to know the SHSA" and "Director Application documents". Then ask candidates to read through all three documents and if the candidate is still interested then follow through with the application document and submit it.

Step Two:

1. Applications are reviewed by a designated SHSA staff member. Once the application information is confirmed, the application will be forwarded to the designated Director of the Board Nominations and Development Committee.
2. The designated SHSA staff member sends a letter to the candidate confirming their Nomination Application being sent for review, when the date of the next Committee review, and who will be contacting them prior to the review.
3. Applications will be sent via email to committee members who will review and arrange an in person discussion with one or more of the committee members.
4. After the in person meeting with the candidate the Committee member will inform the candidate when the quarterly review and when the next regular board meeting is expected. This will give the candidate and idea of the timeline for a response.
5. The Committee reserves the right to meet or have discussions with candidates more than once.

Step Three:

1. The Committee meets quarterly via conference call (or in person) to discuss applications and the in person discussions that took place since the last quarterly meeting.

2. The Committee assesses the candidates in light of the board make up requirements and the current needs of the board.
3. The Committee makes documented recommendations for board nomination and appointments to be added to the agenda of the next regular board meeting. (A special board meeting can be called if necessary)

Step Four:

1. Committee discloses all applications to the Board at the next Board meeting and makes their recommendations for nomination and appointment to the Board.
2. SHSA Board discusses and makes final decisions on recommendations from committee.

Step Five

1. Committee, through SHSA staff, communicates with all candidates regarding the Board's decisions.

Candidates can only apply once per year.