



Outreach and Nominating Committee

Approved 07/12/22

Committee Purpose

The purpose of the Outreach and Nominating Committee (the “ONC”) is to develop strong relationships between the Mystic & Noank Library (the “Library”) and the community by seeking engaged and interested individuals to serve on the Board of Directors (the “Board”) as well as on the various committees that provide library support.

Ultimately, it is the responsibility of each trustee, committee member, and all other members of the library community to actively seek and recruit candidates for committee positions and board membership. Because of the importance of continuity, individuals willing to make long-term commitments should be favored.

The president of the Board shall act as chair of the ONC unless s/he delegates the chair’s responsibilities.

Committee Chair Responsibilities

The ONC chair shall:

- invite and appoint new members to the ONC, including officers of the Board and past board members, up to a total of seven members. Input from the library staff will be encouraged.
- lead meetings to discuss candidates, conduct interviews, prepare the board report and coordinate all orientations of new library committee and board members.
- ensure that trustee binders have current information and facilitate binder updates to new and existing board members.
- ensure that potential candidates are provided with copies of library committee charters and trustee job descriptions and that these documents are reviewed with candidates prior to scheduling interviews.

Member Responsibilities

- Members shall assist with the recruitment and selection of library committee members and new trustees.



- This assistance may include preparing information, requesting resumes, and being the point of contact for candidates.

Selection Criteria for Library Committee Members and Trustees

In selecting persons to serve as trustees and committee members, the ONC is charged with:

- evaluating the strengths of the candidates, being strategic about the needs of the library committees and the Board in terms of the experience a candidate might bring to the position.
- encouraging diversity by including different educational levels, genders, ages, geographic locations and ethnicities in order to assure different viewpoints.
- creating a succession plan to help ensure continuity. Prior to nominating a trustee for an officer/committee chair position, ensure that the individual is willing to assume all related responsibilities.

Nominating Procedure for Library Committees

1. Interested individual's name is provided to the appropriate committee chair by nominating individual.
2. Nominating individual speaks with appropriate committee chair (or his/her designee) to provide background information and, if warranted, set up a meeting with other involved individuals.
3. Committee chair advises ONC of potential nominee and requests feedback.
4. Committee chair nominates the interested party to the full library committee s/he chairs.
5. Board chair issues an invitation to join the committee to the interested individual.

Trustee Nominations

1. Whenever possible, potential trustee nominations should be drawn from the pool of library committee members, active library volunteers, and/or the library donor pool. Name(s) of interested party(s), along with a paragraph or two about each individual's background, volunteer experience, and interest in the Library should be provided to the full Board.
2. Trustees will be asked to provide feedback from any personal knowledge of the individuals.



3. At no time may members of the same family or household serve on the Board at the same time.
4. Close attention to the level of participation and commitment in current board committee assignments, willingness to work within a team, and interest in service as a board member are all important.
5. Interviews of Board candidates should be scheduled with enough time to allow for a Board vote at the September board meeting because new trustees will take their seats at the October meeting.
6. Interviews will be conducted by two to four ONC members. Prior to the interview, the candidate will be asked to provide a personal statement of his/her experience.
7. The candidate will be provided with information regarding responsibilities, time commitments and expectations.
8. A majority vote in support of the candidate by the ONC must precede voting by the full Board.
9. Membership on the Board will require a majority vote of the serving board members present at the board meeting when the slate of candidates is presented .
10. Orientation for new trustees will occur after an individual is approved by the Board and prior to his/her attending a first board meeting.