

## ANCS Board annual officer and chair nomination procedure

Each year, there are 4 open officer positions and 4 open committee chair positions. Typically, the same person fills the Treasurer and Finance & Operations Chair positions. This ensures streamlined communication between the school and Board on financial matters.

Per the Board bylaws, new officers shall be elected no later than the April meeting for the following school year.

By laws do not specify timing of new committee chairs; however, for the new school year to run smoothly, new committee chairs should be selected no later than the May meeting for the following school year.

The process for selecting new officers and committee chairs shall be:

- By March 15, the Chair of the Governance Committee (or designee) should send an email to all continuing board members opening nominations for officers and committee chairs. All Board Members are strongly encouraged to nominate at least 1 person for all office and committee chair positions: <https://forms.gle/oKYifSVEavkkheQJ7>
- By April 1, all nominations should be submitted via a Google Form, including self-nominations and nominations of other individuals.
- If there are committee chair positions for which no nominations are received, the Chair/Co-Chairs of the New Board Member Task Force should nominate an incoming Board Member for the position(s).
- The list of nominated individuals will be shared with the full Board. Any nominated individual interested in continuing the process should complete a Google Form (<https://forms.gle/TwhR6rF4ma5PyVNB8>) specifying their reasons for interest in <700 characters. Responses will be made available to the Board at least 1 week prior to the April board meeting.
- All candidates interested in serving as officers will be announced and voted on at the April Board meeting.
- All candidates interested in serving as a committee chair will be announced and voted on at the May Board meeting.