

## Lewis Center for Educational Research

### BP 9901: BOARD BYLAWS LEWIS CENTER FOUNDATION BOARD VACANCIES

Adopted:

Revised:

Persons wishing to serve on the Lewis Center Foundation Board of Directors (“Foundation Board”) will be asked to fulfill the role of:

- Governor - fulfilling governance functions
- Ambassador – Reaching out to the community
- Sponsor – Giving time and raising money
- Consultant – Using skills and expertise on behalf of the organization

Throughout the year, members of the Foundation Board and persons providing staff support will be encouraged to submit names of potential board members on information cards available to all members. The person providing staff support to the Foundation Board will keep all cards and make them available when a vacancy occurs.

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When a vacancy occurs on the Foundation Board, the Foundation Chair will appoint a Nominating Task Force comprised of the President/CEO and two members of the Foundation Board, one of which will be the committee chair. The Task Force will determine if there are any specific qualifications for the vacant position that are in need. Key skill sets for the Foundation Board include nonprofit finance and/or laws, fundraising, investing, organizational management, special events planning and implementation, and community knowledge. The Task Force will review all submissions and select those with the appropriate skills. Those names will be shared with the full Foundation Board, which will then select one or more candidates for consideration.

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The candidates will be approached by the Task Force to determine their level of interest, and will be asked if their names may be submitted for consideration. During that meeting or conversation, the candidate will be informed of the commitment involved in becoming a member of the Foundation Board. Each candidate will submit a letter of interest indicating what skills he/she brings to the organization.

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The Foundation Board will review the candidates’ letters at a properly noticed and duly constituted meeting and decide which candidate to elect to the vacant Foundation Board position. The Chair of the Task Force will inform the candidates of the election results. Non-elected candidates’ letters will be kept on file for possible consideration of future vacancies.

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