



UCAN, Inc

Nominating Committee and Board Process for Reviewing UCAN Board Applications

Pre-Screening Board applications

The UCAN Nominating Committee will pre-screen all applications focusing on parity, inclusion and representation requests from the UCAN, Inc. Board, as well as, the applicant's experience with United Church of Christ (UCC) churches and affiliated organizations, and/or other community organizations in relation to A-C below.

- A. Participation in meetings:
 - 1. Regular Conference Calls
 - 2. Face to face meetings
 - 3. Annual Meeting of the Board
- B. Actively work between meetings:
 - 1. Participation in Board Subcommittees
 - 2. Development of time, treasure, and talent, including:
 - a. Contribute personal gifts according to ability
 - b. Offer in-kind contributions according to ability
 - c. Cultivate new relationships with individuals, groups and organizations for involvement, including new donors
 - 3. Facilitation of contacts with potential participants in the organization's development plans.
- C. History with the UCC and/or UCC Coalition for Lesbian, Gay, Bisexual and Transgender Concerns

Note: If an application does not move past the pre-screening stage, the Nominating Committee will send the applicant a "No, Thank You" letter that informs them of other opportunities to participate in UCAN, such as applying to join the Leadership Team or an open committee of the Board.

Vetting pre-screened UCAN Board applications (4-Steps)

The Nominating Committee will

- 1. Contact the applicant for an interview using the list of questions with regard to applicant's ability to serve, based on the Public Board Recruitment Description.
- 2. Provide a score for each section of the interview questions.
- 3. Forward the completed interview sheets to the entire UCAN Board for review.

Note: If an application does not move past the nominating telephone interview stage, the Nominating Committee will speak with the Board Officers would like to talk with the applicant. If the Board Officers' decision is no, then the Nominating Committee will send the applicant a "No, Thank You" letter that informs them of other opportunities to participate in UCAN, such as applying to join the Leadership Team or an open committee of the Board.

- 4. Following the Board Interview, the Board will communicate in writing directly with the applicant, thanking them for their application and informing them of the Board's decision, including a brief explanation. If the Board says "No, Thank You" to the applicant, the Board's letter will inform them of other opportunities to participate in UCAN, such as applying to join the Leadership Team or an open committee of the Board.