

HOUSTON CITY COLLEGE FOUNDATION BOARD MEMBER RECRUITMENT PROCEDURE

Criteria for Potential Board Member Candidates

1. Embraces the HCC Foundation Vision and Mission.
2. Ability to give and to raise funds for Houston City College (HCC) Foundation.
3. Willingness to commit to Houston City College including being a donor and/or involvement as a volunteer, alumni, HCC campus advisory Board member, or HCC Foundation Committee member.
4. Leader in her/his profession and/or community.
5. Ability to engage “community” support for HCC and HCC Foundation.
6. Ambassador for HCC in “community”.

HCC Foundation Board Member Recruitment Process

1. Identify Potential Board Member(s)

- a. HCC Foundation Board Relations Committee develops a confidential target list of potential HCC Foundation Board members.
- b. HCC Foundation Board members are encouraged to submit potential board member names to the HCC Foundation President and Chair of the Board Relations Committee.
- c. HCC Foundation Board members are encouraged to keep their referred potential names private/confidential to protect the confidentiality and privacy of the potential board members.
- d. HCC Foundation President **privately** vets (including background checks) potential board members and makes viable (or not) candidate recommendations to the HCC Foundation Board Relations Committee.
- e. HCC Foundation Board Relations Committee Chair determines with HCC Foundation President who might be the best person to meet with potential board member(s) to determine potential HCC Foundation Board member interest and fit for the HCC Foundation Board.

HOUSTON CITY COLLEGE FOUNDATION
BOARD MEMBER RECRUITMENT PROCEDURE

2. Potential Board Member Meetings/Interviews

- a. Selected HCC Foundation Board member(s) set up meeting with potential HCC Foundation Board member.
- b. If the potential board member is interested in being nominated for membership on the HCC Foundation Board, potential board member will also meet with the HCC Foundation President, HCC Foundation Board Chair, and a member(s) of the Board Relations Committee.

3. Board Candidate Briefing by HCC Foundation President and/or Chair of the Board Relations Committee

- a. Reviews job description, conflict of interest policy, and give/get policy with candidate.
- b. Provides appropriate HCC and HCC Foundation information for review.
- c. Assesses possible committee membership first as a path to Board Membership.
- d. Determines Committee membership preferences.
- e. Regarding Board membership, the President will verify whether the individual has served as a full-time employee or of a compensated officer of Houston City College or HCC Foundation in the current fiscal year or in the previous fiscal year.
- f. Obtains board member candidate resume, bio, professional photo, and Board Member Nomination/Profile form.

4. Board Member Election

- a. Board Relations Committee votes on board member nominations and forwards potential board member nominations to the Executive Committee for Board Election.
- b. **Board Member elections will be made at the HCC Foundation Annual Meeting in August.**
- c. Per the HCC Foundation By-laws, HCC Foundation Board members serve for three-year terms – beginning and ending on September 1 and August 31 respectively.

**HOUSTON CITY COLLEGE FOUNDATION
BOARD MEMBER RECRUITMENT PROCEDURE**

- d. If a HCC Foundation Board member is elected at a Board meeting other than the annual meeting; they will serve their three-year term starting at the next September 1 and then go for a full three-years.

5. New Board Member Orientation with the HCC Foundation President and Board Relations Committee Chair.

HCC Foundation Board Member Candidates Materials

1. Brief referral description from HCC Foundation Board Member on Board Member Candidate.
2. Resume, CV, and/or Bio, and professional headshot (photo).
3. Board Member Nomination/Profile Form.