

# HOUSTON COMMUNITY 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 Community College (HCC) Foundation.
3. Willingness to commit to Houston Community College including being a donor and involvement as a volunteer, alumni, HCC 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 Development/Nominating 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 Executive Director.
- 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 Executive Director **privately** vets (including background checks) potential board members and makes viable (or not) candidate recommendations to the HCC Foundation Board Development/Nominating Committee.
- e. HCC Foundation Board Development/Nominating Committee and/or Board Development/Nominating Committee chair determines with Executive Director 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.

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**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 Executive Director.

**3. Board Candidate Assessment by HCC Foundation Executive Director**

- a. Reviews job description, conflict of interest policy, and give/get policy with candidate.
- b. Provides appropriate HCC and HCC Foundation information for board member review.
- c. Assesses possible committee membership first as a path to Board Membership.
- d. Determines Committee membership preferences.
- e. Obtains board member candidate resume, bio, professional photo, and Board Member Profile.
- f. Potential Board HCC Foundation member meets with HCC Foundation Board President or Vice President.

**4. Board Member Election**

- a. Forwards potential board member nomination to the Board Development/Nominating committee for Board Election.
- b. **While board membership election can occur at any HCC Foundation Board meeting; Board Member elections will be made at the HCC Foundation Annual Meeting in May will be the norm.**
- c. Per the HCC Foundation By-laws, HCC Foundation Board members serve for 3 year terms – beginning and ending on September 1 and August 31 respectively.
- d. If a HCC Foundation Board member is elected at a board meeting other than the annual meeting; they will serve a partial term to the August 31 three years hence.

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- 5. HCC Foundation Board Development/Nominating Committee recruits and assigns a Board mentor for new HCC Foundation Board members.**
- 6. New Board Member Orientation with Executive Director and Board Development/Nominating Committee Chair.** (2 hours in person at HCC including campus tour).

### **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 profile/application.
4. Recommendation Letter (brief, 1 page).