

Nominating Committee Minutes

10/3/16

Attendance: Dale Barney, Scott Berry, Lori Dacier, Barbara Dolyak, Jim Spaulding

Reviewed and prioritized the charges of the Nominating Committee.

Overarching responsibility – Maintain the minimum ratio of consumers (51%) and community (49%) members on the board (if waiver, ensure the intent of the statute is met with consumer representation).

1. Continuously develop (identify, interview, determine interest) a list of potential board member candidates
 - a. Submit board member candidates to the board as board member openings occur
2. Develop and maintain board member manual

Ongoing responsibilities

1. Develops board member recruitment and retention policies, application forms, commitment agreements, and other related documents
2. Keeps track of attendance of current board members and makes recommendations for removal when they fail to meet attendance requirements
3. Develops and conducts board member training programs, and develops annual board member training schedule
4. Submits a written monthly report to the board, and Chair presents report at monthly board meetings.
5. Presents a full slate of board officers and directors no later than the board meeting before the Annual meeting (March)

Reviewed current board expertise and geographic representation. It was determined that the MCHC board is in need of representation from Orange and Dorchester. We continue to need expertise in the areas of Healthcare, Development (grant writing) and Human Resources.

Next steps

1. Get current bylaws - Lori
2. Get board manual documentation from Karen G. - Lori
3. Contact Rick Silverberg at Family First and Ammonoosuc for board docs – Scott
4. Make contact with possible board member candidates – Lori, Scott and Barbara
5. Create board member narrative for advertising purposes (at next meeting)
6. Create talking points for recruitment purposes – (at next meeting)

Respectfully submitted by,

Lori Dacier, Chair