



OVERVIEW

The process for electing San Elijo Lagoon Conservancy (SELC) Board of Directors (Directors) was established by the Board of Directors when the nonprofit was established in 1987. The process requires time and steps that ensures organizational leadership emerges from qualified candidates who are diverse in gender, race and ethnicity, culture, and expertise. Candidates who have experience or sincere interest in protecting and restoring the resources of San Elijo Lagoon Ecological Reserve, its watershed, and related ecosystems for the benefit of current and future generations, are encouraged to apply.

The SELC Board Nominations Committee is charged with this all important task of recruiting new members. The Board Nominations Committee is a 5-member group that is appointed by the SELC Board of Director's President. The Nominations Committee is charged with soliciting applications, interviewing and vetting applicants, and recommending a slate of nominees to the SELC Board of Directors for interviews and selection.

TERMS

Directors serve without pay for a three-year term and can be re-nominated for a second and third three-year term. The next term will be January 1, 2019 – December 31, 2021. For a complete detailed list of terms please refer to San Elijo Lagoon Conservancy By-Laws.

CONFLICT OF INTEREST

SELC has a very strong commitment to integrity and open meetings. All who join the organization as Directors are asked to declare any conflicts that would compromise the ability to be objective in decision-making. While we welcome members of the community who have ties to our grant work, there will be restrictions on those members' ability to vote on or discuss any items that would constitute a conflict of interest. No Director can benefit financially from any grant work of the foundation.

All Directors are required annually to complete and submit a Conflict of Interest Policy Agreement, Ethics Policy Agreement & Confidentiality Policy Agreement.

MEETINGS

Board meetings are generally held every other month. It is customary for Directors to spend at least 3-6 hours each month attending Board or Committee meetings. In addition, Directors spend time reading material in preparation for Board and Committee meetings. Consistent attendance is expected at both Board and Committee meetings. Directors are expected to attend at least 60% of board and committee meetings in person or via telephone/video conference. Directors are invited to serve on a minimum of one and a maximum of two committees.

NUMBER OF CANDIDATES

The Nominating Committee will submit a slate of candidates to be consistent with the by-laws to the Board Secretary before the November 14, 2018 board meeting.

BOARD GIVING POLICY

To demonstrate our commitment to our mission and to reach our fundraising goal, the Board of Directors agree that they must first make a gift themselves. This policy is intended to ensure that every board member supports the Conservancy with an annual donation. All Directors are encouraged to give at a President's Council level (\$1000) or higher and consider becoming a member of the Conservancy's Legacy Circle. This yearly gift can be given in a single amount or be spread over a 12 month period (monthly giving). In addition, there is an expectation to attend special events, buy tickets to fundraising events or otherwise participate in organization's activities.

BOARD RESPONSIBILITY

Determine mission and purpose. It is the board's responsibility to create and review a statement of mission and purpose that articulates the organization's goals, means, and primary constituents served.

Ensure effective planning. Boards must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.

Monitor and strengthen programs and services. The board's responsibility is to determine which programs are consistent with the organization's mission and monitor their effectiveness.

Ensure adequate financial resources. One of the board's foremost responsibilities is to secure adequate resources for the organization to fulfill its mission.

Protect assets and provide proper financial oversight. The board must assist in developing the annual budget and ensuring that proper financial controls are in place.

Build a competent board. All boards have a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate their own performance.

Ensure legal and ethical integrity. The board is ultimately responsible for adherence to legal standards and ethical norms.

Enhance the organization's public standing. The board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community.

Select the chief executive. Boards must reach consensus on the chief executive's responsibilities and undertake a careful search to find the most qualified individual for the position.

Support and evaluate the chief executive. The board should ensure that the chief executive has the moral and professional support he or she needs to further the goals of the organization.

TIMELINE AND PROCESS

The Nominating Committee begins the search process to identify candidates in July. Applicants are asked to complete the attached application and send in a current resume by September 30, 2018.

In general, during October the Committee will review applications and select applicants for face-to-face interviews.

The Committee will identify a slate of nominees following the first round of interviews. Nominees may be interviewed a second time by the SELC Board of Directors. Candidates that are selected by the Board will be notified prior to the annual December board meeting. New Directors will participate in an orientation within 90 days of joining the board.

QUALIFICATIONS

- Must be at least 18 years of age and a California resident.
- Must have knowledge, expertise, education, or experience in one or more of the following: leadership, conservation, education, restoration planning and conservation science, land and easements acquisition, ecological management plans, asset management, investment strategy, philanthropic administration, law, social science research, community advocacy, human resources, fund development or non-profit management.
- Must have demonstrated leadership attributes.
- Must have a recognized reputation for integrity and competence.
- Must have demonstrated an ability to devote the time necessary to fulfill Board responsibilities and regularly attend meetings.

- Must have demonstrated a personal interest in and concern for the environment and a commitment to accomplishing the Conservancy's overall mission, purposes and goals.

APPLICATION DEADLINE

Interested and qualified candidates are asked to complete an application. Applicants must attach their most current resume (no more than 5 pages) with the completed application.

All materials must be submitted on or before **September 30, 2018**.

For questions or concerns about submitting an application, please contact Megan O'Toole Lyons, Board Nominations Committee Chair at info@sanelijo.org