

Arrowhead Builders Association

Board RECRUITMENT Process

Nominations Process

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10/10/2017

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Board Recruitment Timeline Revised: 10 October 2017



July – August

- Nomination Committee Established
- Review current board members, determine terms/vacancies, needs for services
- Referral Request from Members/Application on website and in Scaffold

September

- Application and Photo by Prospective Board Members Received
- One on one meeting with each prospect regarding position and vote process
- Invitation to October, November or December Board Meeting for observation

October

- Nomination Committee Submits Nominees to the full Membership for Review
- Offer "Not-attending Annual Dinner" members remote voting options (1 Vote/Membership)
- Document all Member Votes

November

- Annual Membership Meeting: Vote Tally and Announce Winners
- Induct All Board of Directors

December

- New Members are invited to join Board of Directors meeting
- Press release announcing new and existing Board Members
- Post announcements through ABA news

January

- Begin Three-Year Term on Board of Directors
- Board Orientation with Executive Team/Executive Officer
- Attend Strategic Planning Sessions

Template for Voting Ballot:



**Arrowhead Builders Association
Board of Directors Ballot**

Current Board Member, Term

Name, Company, Term
Name, Company, Term
Name, Company, Term
Name, Company, Term
Name, Company, Term
Name, Company, Term
Name, Company, Term

Board Members Ending Term

Name, Company, Term
Name, Company, Term
Name, Company, Term
Name, Company, Term

Nominees:

Please vote for up to _____ Nominees.



Name, Company, Profile



Name, Company, Profile



Name, Company, Profile



Name, Company, Profile



Name, Company, Profile



Name, Company, Profile

Votes will be tallied by 7:00 PM, Thursday, November _____, 20_____ at the Annual Dinner/Holiday Gala.

What to Expect as a Nominee

- Nomination from an Arrowhead Builders Association Member, Board Member, Community Member, Staff or other.
- Phone call/One on one meeting with Executive Officer or Nomination Committee Member discussing nomination, process and providing roles and responsibilities, application, process, and timeframe for voting.
- Attend an Arrowhead Builders Association Board of Directors Meeting to observe.
- Accept Nomination.
- Submit Application, Photo and a Profile (1-2 sentences).
- Attend Annual Meeting/Holiday Gala.
- If elected to Board of Directors, term will begin January.

Board Meetings: Second Tuesday every month, 7:00 AM at the Arrowhead Builders Association.

If you are unable to fulfill your term, we will work with you to identify a replacement as quickly as possible, potentially inviting past nominees to join the board.

The position is held by the enrolled MEMBER of a business in good standing.



Mission Statement:

Advancing the Building Industry

Vision Statement:

To be the region's primary resource by setting the standard for integrity, value and trust; we support, promote and enhance the building industry.

Code of Ethics:

We as members of the Arrowhead Builders Association believe that home ownership can and should be within reach of every American family; and...

American homes should be well designed, well-constructed, and well located in attractive communities, with educational, recreational, religious, and shopping facilities accessible to all.

Furthermore, we agree to the following:

- Responsibility to our customer, our community and our country
- Adherence to honest business practices
- High standards of health, safety, and sanitation built into every home
- Uphold and protect the right to a fair return for goods and services in our relations with labor and all other segment of the industry
- Encourage research and the development of new materials and equipment, new building techniques and improved methods of home financing
- Informed and vigorous support for all sound legislative proposal affecting our industry and the people we serve
- Support of the free enterprise system and the American way of life
- Support of our members, our local, state, and national association and related industries

Position Description: Board of Directors

20 August 2019



The Board is the primary governing body of the association. The board has final authority and responsibility for governance of the association consistent with the Bylaws, which are approved by the membership, the Articles of Incorporation, the association's Charter with the National Association of Home Builders, and Minnesota/Wisconsin and Federal Law. The association is tax exempt under Section 501c6 of the Internal Revenue Code.

The Board of Directors is elected by the members of the Association at the annual meeting of the general membership in November and terms of office run January 1 until December 31. Board of Director terms are for three consecutive years.

The Board of Directors consists of no less than 9, including:

- President (1-year term)
- Vice - President (1-year term)
- Secretary/Treasurer (1-year term)
- Past President (1-year term)
- Directors (5 or more) (Builder or Associate) (3-year terms)

The President of the Association serves as Chairman of the Board of Directors. A quorum is defined as 50 percent of the members of the Board of Directors.

Board members may not miss more than two meetings of the Board of Directors during a calendar year. A board member who misses three meetings of the Board of Directors in a calendar year will have the question placed on the agenda of the next Board of Directors meeting of whether they should be removed from the board.

Specific responsibilities of the Board of Directors include:

- Adoption of a Strategic Plan
- Adoption of an Annual Budget
- Establishment of Code of Ethics
- Supervision of the association's assets and finances
- Selection of an independent accounting firm to perform an annual review or audit
- Election of State Director(s), National Directors, and a MN Builders PAC Trustee
- Nomination of Life National Directors and Senior Life National Directors
- Nomination and/or endorsement of members running for other offices of NAHB and BAM
- Recommendation of a slate of Executive Committee Directors to the General Membership
- Election of the Builder, Associate, and other Awardees of the Year
- Approval of minutes of meetings of the General Membership
- Approval of an Annual Financial Report to the General Membership
- Receipt of Reports from Committees, Staff, and other parties with which the association may have an interest
- Formation of Committees and Task Forces
- Ratification of the President's appointments to committees and task forces, including chairmen
- Approve the annual Form 990 report to the Internal Revenue Service
- Set membership dues
- Supervision of the association's building and grounds
- Oversight of the association's risk
- Serve as the association's member grievance committee

Required Meetings:

Monthly, Second Tuesday, 7 AM until 8 AM

Annually, Thursday prior to Thanksgiving, annual meeting/gala, 5 PM until 9 PM

The President may cancel meetings of the Board of Directors when there is a lack of business to conduct. However, the Board of Directors must meet at least four (4) times in a year and may not fail to meet for more than two consecutive months. Special meetings of the Board of Directors may be called by the President or upon written request of six members of the Board of Directors.

Qualifications:

A member in good standing of the association elected by the General Membership.

Chairman: President

Positions Available: Minimum 9; at least 5 of which must be Builder members

Term of Office: January 1 until December 31 (length varies by office)

Attendance Requirement:

May not miss more than two (2) meetings in a calendar year without the question of removal being placed on the agenda of a meeting of the Board of Directors.

Approved Board of Directors, November 8, 2016.



Board of Directors Candidate Application

Date _____

Name _____
First MI Last Familiar name

Residence

Address _____

Phone _____ E-mail _____

Employer

Name _____

Your title _____

Address _____

Phone _____ E-mail _____

Type of business or organization _____

Primary service(s) and area/population served _____

Preferred method of contact: () Work () Residence

How long has your organization been a member of the ABA? _____

Please list boards and committees that you serve on, or have served on (business, civic, community, fraternal, political, professional, recreational, religious, social).

Organization	Role/Title	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____

Education/Training/Certificates

Have you received any awards or honors that you'd like to mention?

How do you feel the Arrowhead Builders Association would benefit from your involvement on the Board?

How do you feel you will benefit from your involvement on the Arrowhead Builders Association Board?

Skills, experience and interests: (Please circle all that apply)

- | | |
|----------------------------------|------------------------|
| Finance, accounting | Education, instruction |
| Personnel, human resources | Special events |
| Administration, management | Grant writing |
| Nonprofit experience | Fundraising |
| Community service | Outreach, advocacy |
| Policy development | Other _____ |
| Program evaluation | Other _____ |
| Public relations, communications | Other _____ |

Please list any groups, organizations or businesses that you could serve on as a liaison on behalf of Arrowhead Builders Association.

Please tell us anything else you'd like to share.

Thank you very much for applying

In office use only: Board Approval Date _____ Term _____ <input type="checkbox"/> Board Manual Received/Reviewed _____ <input type="checkbox"/> Bio Received <input type="checkbox"/> Photo Other _____ _____ _____



ARROWHEAD BUILDERS ASSOCIATION

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advancing the building industry

BOARD COMMITMENT LETTER

I, _____, accept my role as a voting member of the board of directors of the Arrowhead Builders Association, effective January 1, 2016. I understand that my 3-year term will end on _____. I may be eligible to serve three (3) consecutive terms on this board.

During the next 12 months of my tenure as a board member, I agree to:

1. Protect and steward the mission of the organization and abide by all by-laws;
2. Review job descriptions of both board and committee members to ensure compliance with my responsibilities and expected accomplishments;
3. Serve as chair, co-chair and an active member of the _____ committee and/or _____ committee (minimum one (1));
4. Read and prepare all necessary materials in advance of board and other meetings;
5. Attend all meetings of the board and assigned committee, as scheduled and called, unless excused; more than three (3) consecutive or four (4) times during one year shall be cause for termination of board commitment;
6. Make an annual financial contribution of personal significance to the organization;
7. Continue as a member in good standing of the organization;
8. Support the board development committee by identifying a potential new board member(s), in keeping with their outlined criteria;
9. Participate in strategic planning and subsequent planning activities;
10. Play an active role in fundraising for the organization;
11. Approve annual operational budget;
12. Abstain on voting on any Conflict of Interest activities that may arise;
13. Maintain utmost confidentiality of Board meetings and sensitive materials.

My personal goals as a Board Member for the year are:

While I am committed to fulfilling my commitment to this organization, I also agree to give appropriate notice of resignation to the Board President should circumstances prevent me from doing so. I understand that it is my role to assist in finding a replacement board member upon term completion or termination.

Name _____ Board Position _____
Signature _____ Date _____