



## NEW JERSEY CHAPTER U.S. GREEN BUILDING COUNCIL

### BOARD OF DIRECTORS

### ELECTIONS NOMINATION PACKAGE 2019

**Accepting Nominations: October 30, 2018 – November 19, 2018**

#### WELCOME

Nominations for the New Jersey U.S. Green Building Council (USGBC NJ) Board of Directors election will be accepted from **October 30 through November 19, 2018**. After the nomination period, the Nominating Committee (NC) of the NJ Board of Directors & the Executive Director will evaluate nominees using the general and perspective-specific criteria.

**The election will open Monday, Dec. 3, 2018 and close Sunday, December 23, 2018 (if quorum is reached).**

Voting will be conducted online, and in-person at [USGBC NJ Holiday Party & Member Reception on December 11, 2018](#). (Candidates are strongly encouraged to attend the December 11<sup>th</sup> event.) Only Chapter Members in good standing may vote.

USGBC NJ will notify candidates of the election outcome prior to announcing the election results to the public.

**Newly elected directors will begin their terms on January 1, 2019 and be expected to attend the USGBC NJ Annual Retreat in early 2019 (date TBD). Board terms run for two consecutive years.**

Bylaws provide for an Elected Board of Directors, appointed Advisors and an Executive Director. If you are interested in becoming a Board Director, we welcome you to self-nominate.

***Before you submit your nominee application, please carefully review the nomination package in addition to the general and perspective-specific criteria, Board's role and responsibilities, and key policies in this package.***

We encourage nominees to ensure the accuracy and completeness of their nomination application, as responses will be published as written.

**NOTE: All Nomination documents must be submitted ELECTRONICALLY by 5:00 pm, November 19, 2018 to [executivedirector@usgbcnj.org](mailto:executivedirector@usgbcnj.org). Mailed in hard copies will not be accepted.**

***If you need assistance, or would like to receive this form in Word, contact [communications@usgbcnj.org](mailto:communications@usgbcnj.org) or (973) 290-0013.***

## BASICS

### 2019 Nomination Process

In accordance with USGBC NJ Bylaws, the Board approves the policy and procedures by which directors are elected to the Board. The process outlined below has been developed by the 2019 nominating committee and approved by the Board of Directors.

**The nomination period closes at 5pm EST Monday, November 19, 2018, after which nominations will not be accepted.**

USGBC NJ Executive Director and Nominating Committee members will review each nomination to verify compliance with the general criteria.

The Nominating Committee may hold candidate interviews to learn more about each candidate. Interviews may be requested in person or via phone.

Nominating Committee members will select nominees for the seats and send recommendations to the USGBC NJ Executive Committee for approval. Each nominee will be contacted by a Nominating Committee member regarding his or her status. The election slate will be released to USGBC NJ current membership prior to the start of the voting period.

**The election itself will begin on December 3, 2018 and be open for at least 21 days in accordance with the USGBC NJ Bylaws. Voting will close no earlier than December 23, 2018, and if necessary may remain open until quorum, equal to 10% of current membership, is reached.**

The election results will be announced once the Nominating Committee members have notified all candidates.

## STRATEGIC GOALS OF BOARD MEMBERS

Any Board of Directors has two essential roles: a governance role where the Board acts as a body to ensure accountability, and a support role where board members support the organization, acting as individuals, through volunteering their time and participating in various fundraising initiatives.

The role of the Board of Directors is to set and approve the strategic direction of USGBC NJ and to establish and authorize the broad policies that govern its actions. In advancing that role – and to carry out its fiduciary obligations – the board has general oversight responsibility with respect to strategic and generative plans, policies, and decisions to ensure they are consistent with USGBC NJ's Mission, Vision, and Guiding Principles.

## Position Summary

### Key Responsibilities of the Board of Directors

- Articulate and uphold the mission, vision, and values of USGBC NJ.
- Authorize the policies and procedures to carry out the mission of USGBC NJ.
- Generally oversee the affairs of USGBC NJ and delegate certain specific authority and responsibility to the Executive Director.
- Continuously assess the general effectiveness of USGBC NJ's priority work in the achievement of its mission.
- Collaborate with USGBC NJ's committees and staff to develop and authorize strategic goals and initiatives for the purpose of advancing USGBC NJ's mission.
- Select, hire, support, redirect and, if necessary, remove the executive director
- Assess the Executive Director's effectiveness annually, at a minimum.
- Take the necessary steps to meet the fiduciary responsibilities of the Board.
- Provide appropriate financial oversight, including approving USGBC NJ's annual budget and work plan.
- Enhance the organization's public standing.
- Adopt a policy on conflicts of interests.
- Recruit and orient new Board members and assess Board performance annually.

**As part of Governance the USGBC NJ Board follows the same foundation as National Board of Directors within following areas.**

**Sustainable Cities & Communities:** Catalyze and lead the building sector's active participation in the movement to achieve sustainable cities, communities, and schools.

**Climate & Natural Resources:** Lead the dramatic reduction and eventual elimination of building construction and operations' contribution to CO2 emissions, climate change and natural resource depletion.

**Green Building Marketplace:** Advocate for and support green building awareness, market transformation, delivery, and accessibility.

**Public Policy:** Advocate for effective and comprehensive green building policy and codes at all levels of government.

**International:** Advance green building around the world by developing certification capacity, sharing knowledge, and collaboratively advancing regionally appropriate and effective green building practice and policies.

**Organizational Excellence:** Leverage USGBC's organizational structure and capacity to support and catalyze the market transformation required to achieve its mission.

## FIDUCIARY RESPONSIBILITIES

An important element to the USGBC NJ board is the sustainable policy of fundraising. USGBC NJ works hard securing sponsors and continuing to provide value to businesses and communities. Securing Sponsors and making personal donations is an essential element of board service. As a body, the board is responsible for approving and monitoring performance of a revenue strategy that will sustain the organization's work.

No one person has to be involved with every type of fundraising, however every director needs to be willing to contribute meaningfully in some way. Potential roles for board members can range from introducing the Executive Director to prospective donors in their professional or personal networks to taking a primary role in the cultivation of major donors.

Securing sponsors and making personal donations is not a requirement of board service but it is an important expectation of board service. Expenses incurred to fulfill board activities normally can be an individual tax deduction; however, any board member may submit for reimbursement any expenses incurred related specifically to their service of the organization and in direct compliance with the board's reimbursement policy.

## DO YOU MEET THE GENERAL NOMINATION CRITERIA?

The Nominating Committee will use the general nomination criteria below to evaluate all nominees. Only one representative from a given company may run in the election, and no more than one representative from a given member organization may serve on the USGBC NJ Board of Directors during a fiscal year.

### **Nominees must**

1. Be a chapter member in good standing at the time when the nomination period opens.
2. Have experience with a not-for-profit organization, or served on a board, or working group, or on a USGBC Chapter board or committee, within the past three years by the date when the self-nomination period opens.
3. Have read, understand and agree to sign the Conflict of Interest Policy
4. If elected to the board, remain a member of a USGBC NJ chapter by January 1, 2019 and throughout the two year board term.

While it is not a requirement, the Nominating Committee will give preference to those nominees who have experience working with, on, in and/or own a LEED certified building/project.

## NOMINATION APPLICATION

**Nominees: Please answer the following questions (pages 5 and 6) and return the completed forms.**

Application material will be made available to the Nomination Committee for evaluation and to the chapter membership if selected for the slate.

Please answer these questions (*in whatever way is most convenient- a separate Word document is fine*), and read, sign & submit the additional 2 PDF forms (USGBC Conflict of Interest Signature sheet and USGBC NJ BOD Commitment Signature Form).

**All 3 documents must be submitted ELECTRONICALLY by 5:00 pm, November 19, 2018 to [executivedirector@usgbcnj.org](mailto:executivedirector@usgbcnj.org).**

**Mailed-in hard copies will not be accepted.**

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Submitted By:

Name:

Title:

Organization:

Address:

Telephone:

Email:

Website:

**CONTINUED...**

**Please answer the questions listed below on a separate sheet of paper & submit with the signed USGBC Conflict of Interest and signed USGBC NJ BOD Commitment Form.**

1. In general, why do you wish to be a member of the Chapter Board?
2. Please provide a summary of your professional qualifications, knowledge and experience of most relevance to the Chapter. Also indicate the degree to which you have senior management and executive level experience.
3. The Chapter is committed to strengthening its membership diversity. What resources could you bring to bear (e.g., demonstrated expertise, leadership positions, and willingness) to help further Chapter participation from high priority sectors including: real estate, energy/utility, finance/insurance, residential, corporate, and product manufacturing? You can also address other sectors you think require greater involvement in the Chapter.
4. One of the important functions of Board members is fundraising and other activities to support priority needs of the Chapter. This may take many forms, including: direct sponsorships; helping secure funding or otherwise opening doors from corporate, governmental, and charitable sources; seeking third-party sponsors; recruiting important new members; in-kind support, etc. Please explain your ability and willingness to participate in resource development.
5. Describe what expertise, experience and resources you would bring to the board.
6. Describe your experience from other organizations with successful programs.
7. Give example(s) of leadership positions (volunteer or professional staff) with nonprofit governance.
8. Express areas you believe are critical for the Chapter and will promote the mission of USGBC NJ.
9. Please identify any affiliations, memberships, and accreditations, which may be pertinent for Chapter leadership.
10. Are you a chapter member in good standing and employed in a USGBC member company?
11. Are you able to attend at least 75% regularly-schedule Board meetings each year? (Approx. 6 meetings)
12. Will you abide by the Chapter's conflict policy and can you do so without significantly affecting your Board responsibilities?