

Nominating Committee Policy for the United Professional Sales Association

MEMBERSHIP: 3 members, including Nominating Committee Chair and 2 other members who may or may not be on the board.

SCOPE: The UPSA nominating committee must operate within the guidelines set forth in Section C of the UPSA Bylaws

QUALIFICATIONS: Wide knowledge of personal members of UPSA; an understanding of the Association's structure, goals and bylaws

FUNCTION: To nominate a slate of candidates for board membership for 2/3^{rds} approval by active board members.

PROCEDURES:

1. The members of the Nominating Committee work with potential members to determine willingness, qualifications, and suitability to serve. The names of the potential Board members who are deemed willing, qualified and suitable are submitted to the UPSA Board at a board meeting.
2. The Nominating Committee should present the names of at least two candidates for each position attempting to be filled.
3. Job Responsibilities to be considered in Candidate Selection:
 - a. The Vice-Chairman/Chairman-Elect automatically succeeds to the presidency the following term.
4. Each term, or as directed by the UPSA Board of Directors, the Chair of the Nominating Committee will work with the Board of Directors to identify the number of vacancies to be filled as well as developing a nominating criteria for any new positions(s) (i.e., the expertise being sought). The Chair of the Nominating Committee will also develop the recommended impact that any new board member(s) should have to use during the selection process (i.e., measures of success).
5. Once the number of vacancies is determined and the nomination criteria is developed, the Chair of the Nominating Committee should send letters to other members of the Nominating Committee as well as the UPSA Board, Officers, Committee Chairpersons and other knowledgeable association members asking them to identify strong potential candidates who could be considered for vacancies. The letter should solicit brief written statements supporting the names of suggested candidates as well as why the person believes candidate fits the nominating criteria.
6. If a person "self nominates" to sit upon the Board of Directors, the nominating committee will have that person submit their own letter nominating themselves and containing their own belief on why they fit the nominating criteria.
7. At least 3 months before elections, the Nominating Committee Chair will send a complete list of suggested candidates to the members of the Nominating Committee for their information and review.
8. The Nominating Committee Chair will then work with the members of the Nominating Committee to develop a set of interview questions, as well as general questions regarding the individual's willingness, qualifications, and overall suitability to serve on the UPSA Board of Directors. It is recommended that interview questions be developed in the following areas:
 - a. Ethical Mindset

- i. Views on ethics in selling
 - b. Personal philosophy
 - i. For example, the “state of the sales profession”
 - c. Knowledge of UPSA Vision
 - i. Knowledge of the UPSA mission and Vision
 - d. Knowledge of the UPSA Standards
 - i. UPSA Compendium of Professional Selling
 - e. Level of Commitment
 - i. Financial resources and time commitment required
 - f. Previous experience
 - i. What the person brings to the table
- 9. A closed meeting will be held by the Nominating Committee to examine and discuss potential candidates. A short list of candidates for each vacancy will be compiled in priority order based on an objective review of qualifications and interview results.
- 10. An official nomination package will be completed by the nominating committee and forwarded to the UPSA Board of Directors along with a cover letter officially nominating the candidate(s). Copies of candidate BIO’s, qualifications and conflict of interest disclosure form will be submitted for each candidate as part of the nomination package. Nomination packages for each candidate must be sent to the UPSA Board of Directors at least 45 days prior to the board vote.
- 11. The Nominating Committee Chair will compile any questions for the candidate(s) and answer any questions the UPSA Board of Directors has before the Nominating Committee Chair before scheduling the official board vote.
- 12. Once the Nominating Committee Chair is comfortable that all questions have been answered, he/she will call for an official board vote by submitting a letter to the UPSA Vice Chair. This must happen at least 14 days before a board meeting.
- 13. The Nomination Chair will be responsible for preparing the ballot for the UPSA Board of Director’s use during the voting process.
- 14. The Nomination Chair will notify all candidates as well as members of the Nominating Committee of election results.

Criteria for Selecting Candidates:

1. Any UPSA member is an eligible candidate.
2. Select candidates who have leadership skills.
3. Select candidates with people skills.
4. Select candidates who are adept at collaboration.
5. Select candidates who have no other agenda than that of the Association's
6. Select candidates with no conflict of interest or financial gain by influencing board or association decisions.
7. Association experience, including Board experience, is useful but not necessary-talent, not tenure is more important.
8. Pick candidates for their ability to think strategically, for their guts to deal with difficult issues, and for their commitment to the organization.
9. Do not select candidates on the basis of their popularity.
10. Base selection on the skills needed for the position, not on geography or organizational politics.
11. Look for "rambunctious" candidates who are unafraid of the political fallout that comes with dissidence.
12. Look for a mix of "old" and "new" members.
13. Officers and board members need to focus on the duties and responsibilities of the officers and board members.
14. Candidates need experience relevant to their position, i.e. finances.

Tips and Timelines

1. Get names of possible candidates.
2. Put out a call for candidates on the UPSA lists.
3. Assign possible candidates to each committee member.
4. Contact the possible candidates and ask if they are willing to run.
5. All nominating committee members should actively seek out other possible candidates.
6. Each possible candidate should be contacted and confirmed as a candidate.
7. Letters and forms will be sent to each of the candidates under the name of the chair of the nominating committee.
8. Do a "selling job" to possible candidates. State the benefits for them - wonderful professional development opportunity, leadership development opportunity, exciting time in UPSA, etc.

(SAMPLE) INVETATION TO RUN FOR OFFICE OR BOARD MEMBER

Dear _____,

As Chair of the UPSA Nominating Committee, I'm very pleased to ask you to be a candidate for the position of _____. In order for your name to appear on the official ballot, you must submit a BIO, a conflict of interest disclosure form and an explanation of why you want to be on the board.

Election certification and notification will take place on _____. Elected candidates will be notified by phone. Those elected will assume office beginning the next term or before if a position has become vacant.

Your willingness to be a candidate for office is appreciated.

Sincerely,

UPSA Nominating Committee Chair

cc: UPSA President

CONFLICT OF INTEREST DEFINED

A situation in which a person has a duty to more than one person or organization, but cannot do justice to the actual or potentially adverse interests of both parties. This includes when an individual's personal interests or concerns are inconsistent with the best for a customer, or when a public official's personal interests are contrary to his/her loyalty to public business. An attorney, an accountant, a business adviser, board member or realtor cannot represent two parties in a dispute and must avoid even the appearance of conflict. He/she may not join with a client in business without making full disclosure of his/her potential conflicts, he/she must avoid commingling funds with the client, and never, never take a position adverse to the customer.

CONFLICT OF INTEREST FORM (See separate file)