



# Process for Becoming a Director on the Shelton House Board

## **A: Candidates who are not currently Directors.**

1. Each candidate completes a “Director Application Form” and forwards this to the Nominating Committee Chair.
2. The Nominating Committee shall interview all candidates, nominate suitable candidates for Board approval, and recruit the approved candidates.

## **B: Directors finishing their terms.**

1. A Director finishing a term (whether or not this term was for a full three years) who wishes to serve an additional term must complete a “Director Application Form”, and self-evaluate their term performance on the “Director Standards & Expectations” form. Both forms shall be forwarded to the Nominating Committee Chair.
2. The Nominating Committee shall interview all candidates and present all candidates who wish to serve additional terms to the Board for approval. The candidates approved for additional terms shall be presented to the Board for approval at the January Board meeting.

## **C: Term Limits.**

There are no limits on how many terms a Director may serve, whether or not those terms were for a full three years. If a Director resigns or chooses not to renew their term as Director, a year must elapse before an application to return to the Board may be considered.



# Director Application Form

Personal Information				
Last Name		First Name		MI
Street Address		City	State	ZIP
Primary Phone	Email		Current Employer / Position	
Shelton House Board meetings are on the 3rd Thursday of each month (Jan-Nov) at 6:00 pm. Are you available then?			Best days and times for Committee Meetings	
Prior Board and Committee Experience (if you have a current résumé, please attach)				
Organization		Role / Title		Dates of Service
Computer Skills				
We use MS Word and MS Excel extensively. Are you familiar with both? If so, what versions are you using?				
Skills, Experience and Interests that may Contribute Shelton House Board (check all that apply)				
<input type="checkbox"/> Communications <input type="checkbox"/> Nominating & Board Development <input type="checkbox"/> Community Involvement <input type="checkbox"/> Operations & Business Processes <input type="checkbox"/> Creative Thinking <input type="checkbox"/> Policies & Procedures <input type="checkbox"/> Finance & Accounting <input type="checkbox"/> Public Relations <input type="checkbox"/> Fundraising <input type="checkbox"/> Social Media <input type="checkbox"/> Information Technology <input type="checkbox"/> Special Events <input type="checkbox"/> Leadership <input type="checkbox"/> Strategic Planning <input type="checkbox"/> Marketing <input type="checkbox"/> Writing & Grant Writing				
Other Skills, Experience and Interests				
Terms and Conditions				
Directors must comply with Shelton House's "Director Standards and Expectations" (attached), and all approved policies and procedures.				
I agree to abide by the above Terms and Conditions.		Signature		Date

Send to: The Shelton House  
 Nominating Committee  
 P.O. Box 145  
 Waynesville, NC 28786

Email to: info@sheltonhouse.org



# Director Standards & Expectations

(First time candidates: this is for your information only; you do not need to complete this form.)

Participation			
Activity	Expectation	(Y/N)	
Meetings	Attend 80% of Board Meetings. Advise of any absences in advance. Excused absences may be approved by the Chair.		
Leadership	First term: Actively participate in at least 1 committee or lead a special project. Second term: Chair 1 committee or serve as a Board Officer.		
Conduct			
Activity	Expectation	(Y/N)	
Confidentiality	Keep all meeting discussions private. Observe the Confidentiality Policy at all times.		
Conduct	Comply with the By-Laws and all Policies and Procedures. Keep conduct among Board members respectful. Receive no financial gain from serving on the SHELTON HOUSE Board.		
Public Relations	Be a knowledgeable public advocate. Maintain a positive public attitude towards all Board decisions.		
Marketing	Recruit new Shelton House subscribers and donors. Bring potential new subscribers to Shelton House events.		
Support			
Activity	Expectation	(Y/N)	
Financial Support	Make a financial contribution to SHELTON HOUSE, or cause others to contribute.		
Programs & other Events	Be the Shelton House Ambassador by wearing your badge and being available to answer questions at all programs you attend.		
Reviews	Provide input to reviews of the By-Laws, all Policies and Procedures, and to the Operations Manager and Curator's reviews..		
Reports	Review monthly minutes of Meetings, Financial, Operations Manager and Curator's reports, and all Committee reports.		
Board Development	Nominate new Directors. Participate in new Director orientation. Provide input to the succession planning process.		
Planning	Stay informed and provide input for all current issues. Participate in long-range strategic planning.		
Agreement			
<i>I have read and agree to comply with the above <b>Director Standards &amp; Expectations.</b></i>	Print Name	Signature	Date