

# **Sons of Norway**

## **Guideline for District Nominating Committees**

*“Leadership Begins with the Nominating  
Committee”*

*An organization can be no more effective than its leadership. The Nominating  
Committee is a special committee and holds the key to a successful leadership  
team. Its responsibility is to present qualified nominees for office.*

## **January 2017**

# Nominating Committee for District Officers

## Background

At the 2014 International Convention in Jacksonville, Florida the following resolutions concerning Nominating Committees for District Officers were adopted:

### 3.11.5.1 "Nominating Committee and Elections" reads as follows

Nominating Committee. The District Nominating Committee, as established by 3.7.7., shall identify, review, and submit eligible candidates for the election of District Lodge Officers and Directors. No member of the Nominating Committee shall be a candidate for election as a District Lodge officer or Director. Candidates for nomination to the District Board shall be benefit members and must meet all eligibility criteria as set forth by the District Lodge.

The benefit member provision for District Board officers and directors shall not be required for countries, provinces, or states where Sons of Norway is not authorized to sell insurance. Other procedures and deadlines for the nomination of candidates for District Lodge officers or Directors shall be determined by the District Lodge or District Board.

## Main Goal

The Main Goal is to seek a proper match between the skills needed to round out the District Boards with interested persons who may have those requisite skills.

Strategy: To use any and all means at our disposal to find qualified, interested persons that are willing and able to serve as District board members. Those persons must meet or exceed the established eligibility requirements as set forth by the Governance Committee of Sons of Norway. They must agree to meet the time commitments and any other requirements necessary to serve on the respective board.

## Selecting the Nominating Committee

### District Nominating Committee

- Consist of no fewer than 3 or more than 5 Members (3.7.7.)
- Elected by the District Board (3.7.7.)
- Committee may include current District Board Members and past District Board Members who are not candidates for election
- Nominating Committee shall elect the Committee Chair from the elected Committee members (3.7.7)
- Committee may include any current District-Member knowledgeable about the duties of the positions
- Only 1 member per Zone
- Nominating Committee election to be held no later than June 1<sup>st</sup> of non-election year.

# Securing Candidate Names

## How candidates are identified/recruited:

- Publicize the position(s) available to all members of the District and explain the application process and any established deadlines
- List the required qualifications for the position(s), as well as any desired attributes established by the District Board.
- Explain the time commitment required for the available position(s), as well as any other special requirements determined by the Board.
- Seek out and encourage members who have previously demonstrated their leadership skills and commitment to the mission and goals of the organization.

The following chart identifies the various methods of communication that should be employed to publicize the positions available, to explain the application process and to identify and encourage members that might be a suitable match for leadership positions in the District.

TOOL	WHAT ACTION	RESPONSIBLE	TIMELINE
Viking Magazine	Short Story - general information based on Nominating Committees & regulation compliance	Governance Committee Chair and District Board	June 2017
District Newsletters	Provide similar piece from Viking story and District Board can add items such as job descriptions, Nominating Committee contact information, where to get additional information, etc	District President, with contributions from District Board and Nominating Committee, Editor	Fall 2017 Newsletter
E-mail – personal contact	Identify candidates, contact potential candidates Ongoing leadership development and mentorship	District Board, Nominating Committee	3 <sup>rd</sup> & 4 <sup>th</sup> quarters plus ongoing one-on-one work (Could start as early as 2 <sup>nd</sup> quarter)
Word of Mouth – personal calls	Identify candidates, contact potential candidates Ongoing leadership development and mentorship	District Board, Nominating Committee	3 <sup>rd</sup> & 4 <sup>th</sup> quarters plus ongoing one-on-one work (Could start as early as 2 <sup>nd</sup> quarter)
District Websites	Written piece on District websites on where information is and how to contact Nominating Committee Members	District President & District Webmaster	By <u>August 1 2017</u>

TOOL	WHAT ACTION	RESPONSIBLE	TIMELINE
District Board Meetings	1. Agenda item Spring 2017 report on status of District Nominating Committee 2. Agenda for Fall 2017 to review progress report from Nominating Committee 3. Agenda for Spring Board Meeting in election year – to report on vetted candidates and plans for executing next steps	District President	Spring 2017 Board Meeting  Fall 2017 Board Meeting  Spring 2018 Board Meeting in election year
Local Lodge Officers, Boards	1. Search for candidates and submit recommendations to District Board/Nominating Committee 2. Development of leadership and mentoring potential leaders	Local Lodge Officers	Ongoing
Visitations	Utilize opportunities to ask members of past leadership roles and workplace experiences	Local Lodge and District Officers	Ongoing

## District Board Member Criteria and Desired Skill Sets

Because of recent legislative and regulatory changes and in accordance with best practices standards of good governance for fraternal benefit societies, it is important that Sons of Norway establish criteria guidelines for those seeking election as officers and directors to the District Boards of Directors. A primary consideration for any potential candidate is whether or not he or she is able to commit to the amount of time and flexibility required to fulfill the responsibilities of service on the District Board. The time commitment would depend on the position and requirements during a Convention year.

### General Attributes for District Board Members

- Eighteen (18) years of age or older
- Benefit member
- No felony convictions

- Flexibility
- Dedicated, disciplined
- Understands the mission
- Ethical and honest
- Competent
- Demonstrates wisdom
- Fair and impartial
- Accepts majority-ruled decisions
- Analytical
- Inquiring mind
- Decision maker
- Good communicator and listener
- Participatory, responsive
- Motivator
- Visionary - Creative thinker

**Time Commitment for the Following:**

- Can be between 20-120 hours a month depending on the position
- Board Meetings
- Committees
- Lodge visitations/travel – ceremonies, education
- Prep time
- Conventions
- Personal development – education regarding SON business/policies/procedures – time required for meeting prep
- Member Seminars
- Length of term of service
- Other duties

**Education and Experience**

- Personal development and education
- Professional background and experience (Education & Training)
- Fraternal experience
- Business experience - Insurance, Finance, Investments, Real Estate
- Accounting
- Legal
- Information technology - computer knowledge and skills
- Marketing/Advertising
- Management skills
- Leadership skills
- Project management experience (chair and ad hoc positions for teams/groups)
- Teamwork experience
- Interpersonal skills
- Strategic planning experience

# Selecting Candidates by Nominating Committee

## The Nominating Committee should:

- Evaluate the needs of the whole Board; identify weak spots or particular needs and find the best candidate to fill those needs
- Seek a balanced representation of relevant experience and skill sets
- Seek diversity in the skills and abilities of the whole Board
- Seek board composition that would represent a broad spectrum of thoughtful members with a wide range of experience and diverse problem-solving abilities

## Evaluating the Candidates

- The Nominating Committee is not to endorse a candidate but rather to review the candidates' credentials as they compare to the position requirements.
  - The Nominating Committee should meet periodically (in person, by teleconference, Skype etc.) to review the list of candidates. If there are no candidates for a particular position recruiting efforts should be intensified.
  - Identify the member(s) of the Nominating committee who have experience with exploratory conversations. Such person(s) will provide additional training to all committee members if requested of them.
  - This process should be factual (e.g., experience) and behavioral (e.g., is the person a "fit" for the position and the Order). If possible, the conversation should include two members of the Nominating Committee.

## Interview Questions

The following are some sample questions that the Nominating Committee may draw upon while conducting interviews. The questions are optional and merely a guide to help generate and maintain conversation where necessary.

Initial Questions – **Note:** Review the candidate's Application and note responses related to why the candidate is applying and why he/she thinks they have the experience necessary for the position, in other words, what do they bring to the table?

1. Why are you applying for this position?
2. Tell us about your leadership roles in the Sons of Norway as well as other organization ( e.g., church, work, other interests).
3. Can you tell us about an occasion where you needed to work with a group to get a job done? What was the outcome?
4. Tell us about any new ideas you have made at the lodge/District or other organization. What was the outcome?
5. Tell us about your community service/volunteer work and describe the outcomes for which you feel most gratified?
6. Now that you know the position requirements, is there any reason you could not fulfill the responsibilities?

# Candidate Application –To be filled out by all candidates

**Sons of Norway**  
**Candidate Leadership Application**

*(Please feel free to provide information on a separate sheet and/or attach a resume)*

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Email address \_\_\_\_\_

**Required Qualifications**

The following are mandatory candidate requirements:

- Eighteen (18) years of age or older
- Sons of Norway Benefit Member

**General Knowledge Levels**

Please indicate your level of knowledge in each of the following areas:

	<u>None</u>	<u>Some</u>	<u>Substantial</u>
Accounting	_____	_____	_____
Audit	_____	_____	_____
Corporate Governance	_____	_____	_____
Fraternal Benefit System	_____	_____	_____
Human Resources	_____	_____	_____
Insurance Management	_____	_____	_____
Investment	_____	_____	_____
Legal	_____	_____	_____
Marketing or Communications	_____	_____	_____
Strategic Planning	_____	_____	_____
Volunteerism/Public Service	_____	_____	_____
Technology Skills	_____	_____	_____
Cultural Skills	_____	_____	_____

**Education**

High School	_____	Diploma/Degree	_____
Community College	_____	Diploma/Degree	_____
University/College	_____	Diploma/Degree	_____
Other	_____		

**Employment History**

Employed \_\_\_\_\_ Retired \_\_\_\_\_ (please check one)

Please provide details of your current and former employment which may have relevance to your qualifications for this leadership position, including the company/organization name, position, and description of work and responsibilities:

\_\_\_\_\_

\_\_\_\_\_

**Candidate For Leadership Position**

\_\_\_\_\_ District Officer or Director  
(please specify\*)

\_\_\_\_\_

\* Please fill in the blank specifying the office for which you are a candidate; District President, Zone Director, Cultural Director, etc.

**Organizational Membership**

List all community and professional organizations with which you are (or were) a member:

---

---

---

**Licensing**

List all professional, occupational or vocational licenses (including whether you are a licensed insurance agent):

---

---

**Board of Directors Experience**

Please provide details of your current or former Board memberships, including committees on which you have served, the name(s) of the organizations and dates of appointment and leadership positions:

---

---

**Fraternal Experience**

Please provide details of your Sons of Norway membership and volunteer experience, including leadership positions held and volunteer accomplishments:

---

---

---

**Reasons for Your Interest in this Leadership Position**

Please state why you are a good candidate for this leadership position:

---

---

---

**Summarize what experience and expertise you bring as a candidate for the leadership position you seek:**

---

---

---