



Interagency Committee of State Employed Women (ICSEW) Procedure

Procedure: 120.1

Procedure Name: Appointment of Board Members Procedure

PROCEDURE

New Business Year Transition

- The ICSEW chair has the ability to determine current board members to retain for the new business year.
 - In the event the chair wishes to replace a board member, notice to the board member shall be given by June 30th.
 - Board members wishing to relinquish their positions must inform the ICSEW chair by June 30th.
 - The ICSEW chair shall make the announcement of vacant board positions at each transition meeting (held the second Tuesday in July of every year).
 - The announcement shall also be made via electronic mail to all ICSEW members by this date. The following items must be included or covered by the announcement:
 - Bylaws, Article 5 – executive board
 - Title and brief description of the vacant board position(s)
 - Any policies and procedures that govern the vacant position(s)
 - Policy 120 and procedure 120.1 - Appointment of board members, and
 - Submittal requirements as determined by the current ICSEW chair
 - The application submittal time for ICSEW board positions shall be open to only ICSEW members for 14 calendar days.
 - Applicants shall submit requested information to the ICSEW chair for consideration.
 - These include, at a minimum, a letter of interest, or electronic mail, describing why the person is interested in the position and what skills they would bring to the board.
 - The ICSEW chair has the option to require additional information.
 - The ICSEW chair will have 10 calendar days to consider applicants and offer positions.
 - Board positions shall be filled to the extent possible in time for the August executive board meeting.
 - All target dates will be extended by 60 days in the event the Governor has not appointed an ICSEW chair by June 30th.
-

Revised Date: 11/01/2016

Board Approved:

Committee Approved:

Procedure #: 120.1

Page 1 | 2



Interagency Committee of State Employed Women (ICSEW) Procedure

Procedure: 120.1

Procedure Name: Appointment of Board Members Procedure

Mid-Year Vacancies

- The ICSEW chair shall announce via electronic e-mail a board vacancy as soon as it is known.
 - The following items must be included or covered by the announcement:
 - Bylaws, Article 5 – executive board
 - Title and brief description of the vacant board position(s)
 - Any policies and procedures that govern the vacant position(s)
 - Policy 120 and Procedure 120.1 - Appointment of Board Members
 - Submittal requirements as determined by the ICSEW chair
- The application submittal time for ICSEW board positions shall be open for 14 calendar days.
 - Applicants shall submit requested information to the ICSEW chair for consideration.
 - At a minimum, a letter of interest, or electronic mail, describing why the person is interested in the position and what skills they would bring to the board shall be required.
 - The ICSEW chair has the option to require additional information.
 - The ICSEW chair will have 10 calendar days to consider applicants and offer positions.

Emergency Appointments

- The ICSEW chair has the right to make emergency board appointments without following the standard recruitment procedures when a vacancy will prohibit the ICSEW from fulfilling obligations of the current business plan.
 - Emergency appointments are good through June 30th of the current business year.

New Appointments

- The ICSEW chair shall schedule one-on-one time with new board members within 14 calendar days of their appointment to:
 - Clarify duties and expectations
 - Answer questions that new board member may have
 - And review ICSEW policies and procedures

RELEVANT LAWS/RESOURCES

ICSEW Bylaws

Revised Date: 11/01/2016

Board Approved:

Committee Approved:

Procedure #: 120.1

Page 2 | 2