



Procedures for Nominating New Administrative Board Members 2017-18

1. Each year the Chair of the Nominating Committee will ask the Administrative Board Members, excluding the President, for nominations of new members no later than the December board meeting, and all letters for candidates must be delivered to the Chair before the January board meeting.
2. **Prior to nominating a candidate and before November 15th, they can notify any member of the Nominating Committee. The Chair of Nominating will call you back to discuss them. The 2017-2018 Nominating Committee: Elizabeth Kirby Fuller, Heather Leeds, Claudia Overstrom, Burwell Schorr, and Kitty Sherrill.**
3. A candidate for membership to the Administration Board should have experience at MSK through one or more of the Society's committees or volunteer at Memorial Hospital. If a candidate has no prior experience with MSK, proposers must consult the Nominating Committee and guide their candidate to join a Society committee to gain experience before proposing that person.
4. The proposer should make their candidate aware of what is expected of members of the Administrative Board:
 - Payment of \$1,000 initiation fee for membership to The Society
 - Make a donation to The Society Campaign (Annual Appeal)
 - Write a minimum of 5 letters for The Society Campaign (Annual Appeal)
 - Agree to serve on committees when asked by the President
 - Attend or contribute to The Society's benefit events such as the Spring Ball, Opening Night of TEFAF New York Fall, etc.
5. Each candidate must be nominated in writing (See the checklist on page three for all information that must be included in the letter).. The letter should be mailed directly to the Chair of Nominating.
6. The proposer member must be a member at large and must have been a member for two years. A proposer can only nominate one candidate at a time.
7. The proposing member must also arrange for two additional supporting letters to be written on behalf of the candidate. These can be written by Members-at-Large, Past Presidents, members of the Sustaining Board, President's Council and Friends of The Society. Members may only write one letter per year to propose or support a candidate's nomination.
8. Neither the President, Executive Committee nor members of the Nominating Committee may propose new candidates or write supporting letters.

9. **All letters for a candidate must be received by the Chair of the Nominating Committee by January 15th of each year.**
10. Candidates will be notified of their election by the Nominating Committee through their proposer prior to the June Annual Meeting.

Checklist for Proposing Letters to the Nominating Committee

The following is a checklist of information that needs to be included in your proposing letter (this is not necessary for the seconding letters.) When writing your letter, please keep in mind your candidate's interest and involvement with MSK, as well as skills that will prove an asset to The Society. Please use this as a guideline for your letter. This checklist will also help you, the proposer, determine whether or not your candidate needs to become more involved with MSK.

- Name of candidate
- Profession of candidate
- Name of spouse
- Profession of spouse
- Children
- Address(es)- Please provide secondary addresses which are helpful for special events
- Education
- Volunteering at MSK or serving on a Society committee (past or present)
- Other philanthropic affiliations and involvement
- How long have you known the candidate and under what circumstances
- Other board members (Society and Sustaining) that the candidate knows
- Your name and telephone number
- The letter should note any specific skills that would be of value to any Society committee.