



1. **Background:** As stated in the Bylaws, the Foundation Board is responsible for managing the Foundation, including fiduciary, legal, strategic, fundraising, fund management policies, and stewardship of the supporters and the funds. The SAME Foundation's Governance and Nominations Committee is responsible for recruiting, nominating, and recommending highly qualified and motivated candidates for the Foundation Board Directors to the Foundation's Board. The full Foundation Board reviews and recommends candidates to the SAME Board of Direction, which has the final approval authority.
2. **Composition:** The Foundation Board consists of a minimum of 5 Directors. Board Officers (President, Vice President, Secretary, Treasurer) are elected or appointed by the Foundation Board.
3. **Intent:** The Foundation was established to separate SAME's day to day operational requirements from the philanthropic objectives of the Society. Prospective Foundation board members must therefore have a well-established record of commitment, trust and experience in the Society and knowledge and experience in the management or oversight of charities. Further, the Foundation Board must be inclusive to represent the diverse interests and capabilities of the Society.
4. **Qualifications:** Qualifications for nomination to serve as a Foundation Board Director are:
Prerequisite: Unquestioned ethics, behavior, loyalty, and integrity
 - a. Demonstrated commitment to the Foundation's purposes as described at www.same.org/foundation and the Society's mission, vision, and strategic plan, with an emphasis on advancing the goals of Developing Leaders for the Profession, Enriching the STEM Pipeline for the Nation, and Preparing Service members and Veterans for the A/E/C Industry **(weight 25%)**.
 - b. Recent experience with either/or/and **(weight 40%)**:
 - Fundraising for philanthropic organizations
 - Financial management
 - Marketing
 - Stewardship of donations (gift acceptance policy; donor recognitions)
 - Charity Ratings for philanthropic organizations and governance thereof
 - c. Strong multi-level communications skills (speaking and writing) **(weight 15%)**
 - d. Previous high-level leadership in military service or corporate private sector **(weight 5%)**
 - e. Previous non-profit board experience **(weight 5%)**
 - f. Preferably, diverse backgrounds within the full spectrum of Society membership; yet outside perspectives are also welcome. While active SAME members of substantial tenure are desired, nominees with limited SAME tenure, and those new to the Society but who meet the stated qualifications, are also welcome. **(weight 10%)**

5. Procedures:

- a. Online Nominations open early June
- b. Online Nominations Due: 1 August
- c. No Self Nominations
- d. Selections and Term (Foundation Bylaws):
 - i. 5-20+ Directors, staggered selection
 - ii. 3-year terms (calendar year)
 - iii. A 3-year extension can be granted by the Foundation Executive Committee contingent upon a letter of intent from the interested Director.
 - iv. Directors may be re-selected to the Board by reapplying per this process after a one-year gap following the close of their second 3-year term.
- e. **Foundation Governance and Nominations Committee:**
 - i. Standing Committee Organized by: Foundation Board President
 - ii. Convenes: As Needed
 - iii. Chaired By: SAME Foundation Governance and Nominations Committee Chair
 - iv. Administration Support: Selected National Office Director or Associate Director
 - v. Members (beyond chair): 2 or more serving Foundation Board members
- f. **Nomination Form (Data Fields):**

Nominator Full Name (no self-nominations)

Nominator SAME Membership Number

Nominator email address

Nominator telephone

Candidate Full name

Candidate Organization/Affiliation

Candidate Title/Position

Candidate telephone (home, work, cell)

Candidate email address

Candidate Professional Certifications

Candidate SAME Post leadership positions (SAME Post positions held, contributions by position)

Candidate SAME National Board or Committee experience

Candidate Recognition (SAME and professional awards, citations)

Candidate Experience with Fundraising for Philanthropic

Organizations or Financial Management or Marketing or

Stewardship of Donations or Charity Ratings for

philanthropic organizations and governance thereof

Candidate Leadership Experience in Military Service or Corporate Private Sector

Candidate Essay (500 words maximum; how serving as a Foundation Director will help SAME achieve its Strategic Plan and the Foundation achieve its purposes)

Candidate Commitment Statement (Active participation)

Candidate Diversity Statement (how you add diversity to the Foundation Board, can be by race, gender, etc. or by background, experience, education, etc.)

g. Final Selection Timeline

- i. August : SAME National Office prepares the list of candidates for the Nominating Committee from website submissions.
- ii. August: Foundation Governance and Nominations Committee meets to review and rank submissions.
- iii. August : Chair, Foundation Governance and Nominations Committee transmits the Nominations Committee Report to the Foundation President.
- iv. September : SAME Foundation Board votes on the recommendations. Foundation President shares the approved nominations with the SAME President and Executive Director to share with the SAME Board of Direction.
- v. October : The SAME Board of Direction votes on the recommendation of the Foundation Board.
- vi. November : New Foundation Board members are notified by the Foundation President or President-Elect or Chair, Foundation Governance and Nominations Committee. Non-selects are notified by the Chair, Foundation Governance and Nominations Committee.
- vii. January : Foundation Board convenes and new members are sworn in and given orientation.