



American Adoption Congress
Nominations Policy and Procedure
Approved by the Board of Directors 4/17/2016

Purpose: The purpose of this policy is to outline the process of the call for nominations for vacant board positions within the American Adoption Congress with members who have a high level of professional demeanor, support the goals and mission of the American Adoption Congress and agree to uphold the Code of Ethics of AAC.

Procedure:

- 1.) The sitting President of the American Adoption Congress chooses the Chair of the Nominations Committee in accordance with the current bylaws. However, the President shall not be part of the nomination process or voting as per Robert's Rules of Order.
- 2.) Once the Nominations Chair is chosen, he/she shall choose a minimum of 6 and maximum of 11 active AAC members for the nominations committee. These should be chosen from members in good standing, having at least 1 member from each of the 6 Regions, NE, MA, SO, SW, MW and W as well as from Canada, (Europe and Australia- if interested) and who have upheld the Code of Ethics of the AAC to constitute the Nominations Committee for a term of one nomination cycle. The Nominations Committee as a whole shall also support the goals and mission of AAC, and have a high level of professional demeanor; in addition to following the standards as outlined in the AAC Code of Ethics.
- 3.) The nominations chair shall bring forth the members of the nominations committee for ratification by the Board of Directors.
- 4.) The Board of Directors shall then notify the Nominations Committee in writing of the vacant positions to be filled in the current nomination cycle.
- 5.) The Nominations Committee shall publish on the AAC website (or provide a hard copy if requested by an active AAC member) the vacant positions and job description of each position. The posting shall include the minimum qualifications of the prospective candidate, the open/close dates for application acceptance, the specific details for applying, dates of voting and process, and the date when selected candidate(s) will be named and seated as AAC Board Members.
- 6.) The Nominations Committee shall find the best candidate for each office, and will only consider candidates who have completed the process as outlined:
 - candidates shall have submitted their application within outlined time frames
 - candidates shall be sure that their Resume, Bio or Curriculum Vitae is also turn in with application



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- candidates shall ensure two letters of professional recommendations to the nominations committee with their application
- shall be of sound character
- shall have upheld the AAC Code of Ethics, including acting in a professional manner and supporting the goals and mission of AAC, and shall agree to continue to uphold the AAC Code of Ethics at all times.

Prospective candidates who do not meet these standards will be disqualified from further consideration and will be notified in writing of their disqualification by the nominations chair.

7.) An interview using the questions in the script listed below or possibly other questions which may arise, will take place via telephone conference call; which will be recorded by either the Nominations Committee to be used so the Board of Directors can review prior to finalization of nominations. Recordings will only be used by the Nominations Committee and the AAC Board of Directors.

8.) Once the full nominations process is completed the Board of Directors. will review all interviews. If any problems or discrepancies are found by the Board of Directors for any candidate, the nominations committee will be notified, prior to finalizing the candidate. If all candidates pass the Board for ratification, the names and positions of new board members will be published to the AAC website and/or provided to active members in a hard copy if requested.

9.) Once a nominee has been ratified by the board, the nominee will be required to sign a copy of the AAC Code of Ethics, AAC Conflict of Interest, Photo Release Agreement and the Authorization and Understanding of the Policies and Procedures.



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AAC Candidate Questionnaire

The position that you are being considered for is _____?

Is it your understanding that with any volunteer/Board position will you will report to
(choose the appropriate one for the position being applied for)

[the President, Regional Director or Chair of Committee]

as well as indirectly reporting to the overall AAC Board of Directors?

Some of the primary responsibilities might you may possibly have will be:

_____.

1. What can you tell me about the mission and goals of AAC?

2. Are you currently employed or in school?

If yes to one or both, do you feel you would have time to volunteer with AAC?

(please describe and indicate full time or part-time work and/or as a student)

3. Tell me about your educational background and any certifications you have which might
be relevant to the mission and goals of AAC?

4. In your current/previous role are/were you responsible for managing a team or were
you an individual contributor?

(If not in a management role, please skip this question).

In your management role/position, tell me about your management experience

5. How many years of experience do you have working in a role that is/was focused on/in
[Position] applying for?

6. What skills do you have that you believe makes you a good fit for this role?

7. Do you have any years of experience developing policies and programs directly related
to [Position being applied for]?



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8. What has been your experience working in or partnering with other non-profit organizations?
9. How knowledgeable are you as it relates to [Position being applied for]?
10. Share with me one of your biggest accomplishments?
11. Share with me two area strengths you believe are your strongest attributes.
12. We all have some areas of development that we can improve upon.

What are some areas or skills that you are currently focused on improving?
13. How do you handle differences of opinion or disagreements with co-workers or supervisors?

Can you share with me a specific example and how you handled it?
14. How soon are you available to start?