

Unity North Atlanta
Policy and Procedure

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| Policy Name: Board of Directors Nomination and Election Process | Date Created: 8/10/16 |
| Policy Number: UNAC-160003 | Date Approved: 10/20/16 |
| Category: Board | Expiration Date: 10/20/19 |
| Approved By: Board of Directors | Revision Date: 9/21/2017 |

Purpose of Policy: To ensure a fair and proper process for nominating candidates for the Board of Directors by the Nominating Committee. The Nominating Committee is elected by the Membership at the Annual Meeting per the Unity North Atlanta Bylaws and will consist of 5 active members.

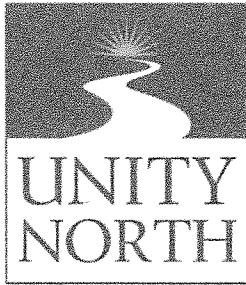
Selection of Qualified Candidates: The Nominating Committee will initiate a search for at least as many qualified candidates to the Board of Directors as there are open positions, interviewing potential candidates and presenting its final nominations to the Membership.

1. At least six months prior to the Annual Membership Meeting, the Board Chair will provide the Nominating Committee Chair with the number of Directors with expiring terms.
2. At least four months prior to the Annual Membership Meeting, the Nominating Committee Chair will cause to have published on the website and elsewhere the Board positions available.
3. All applicants will be required to complete an Application for Board of Directors (a current copy of which is attached as Exhibit A). At least five months prior to the issuance of the Application, the Nominating Committee will meet with the Board Chair, Spiritual Leader and Executive Director to review the current Application to determine if any changes are needed.
4. The Board of Directors will determine if there are particular skill sets needed for the Board. (e.g., Finance, Marketing, Facility) and make these recommendations to the Nominating Committee.
5. After the interview process, all approved candidates will be required to undergo a background check.
6. Once clean background checks are validated, and at least 45 days prior to the Annual Membership Meeting, the Nominating Committee will submit to the Board of Directors the slate of Candidates.
7. At least 30 days prior to the Annual Membership Meeting, the Board Chair will cause to be published on the website and elsewhere the Candidates for the Board of Directors.

Annual Membership Meeting: Nominating Procedure

At the Annual Membership Meeting, the Board Chair (or Presiding Officer) shall begin the nominating process by:

1. Reading Article IV, Sections 1 and 5 of the Bylaws just prior to beginning the process of nomination and election.
2. Calling upon the Chairperson of the UNA nominating team to present the slate of nominees to the Membership for its consideration prior to taking a vote.



Application for Board of Directors

Thank you for your interest in serving on the Board of Directors of Unity North Atlanta.
Please complete and e-mail to officemanager@unitynorth.org

Name

Email

Phones: Home
Cell

1. Please indicate with an X any skill set listed that you can offer as a member of the board

- | | |
|--------------------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> Financial Planning | <input type="checkbox"/> Building Repair/Facility Maintenance |
| <input type="checkbox"/> Child/Youth Development | <input type="checkbox"/> Fine Arts/Music |
| <input type="checkbox"/> Conflict Resolution | <input type="checkbox"/> Strategic Planning |
| <input type="checkbox"/> Fund Raising | <input type="checkbox"/> Administrative Skills |
| <input type="checkbox"/> Problem Solving | <input type="checkbox"/> Community Relations |
| <input type="checkbox"/> Marketing | <input type="checkbox"/> Legal Counsel |
| <input type="checkbox"/> Leadership Development | <input type="checkbox"/> Parliamentary Procedure (Robert's Rules) |
| <input type="checkbox"/> Team Building | <input type="checkbox"/> Adult Education |

Other:

Other:

Other:

2. Have you been an active Member of UNA for at least one year? Yes
No

- a. Number of years you have attended UNA _____
- b. Number of years you have attended a Unity Church _____
- c. How often do you attend services? Weekly Monthly Quarterly Annually

3. List any Unity or other Spiritual classes you have taken or taught, and/or workshops you have attended or led.

4. Provide an example of how you live in accordance with the Unity principles.

5. Have you read the following?

Yes No

- UNA By-Laws (available on the Unity North website)
- 12 Principles of Governance that Power Exceptional Boards
- Board of Directors Roles & Responsibilities (Sections 4.09, 4.10 of Bylaws)

Are you familiar with the following?

- UNA Financial Statements
- Robert's Rules of Order

6. Please share any volunteer work you have done at Unity North Atlanta.

7. Briefly describe your demonstrated leadership capabilities, including leadership at UNA.

8. Have you served or currently serve on any for profit or non-profit board? Please describe your service.

9. Do you have a spouse, parent, child or significant other already serving as a board member or staff member?

10. Please share any previous experience as a member of a team governed by a majority.
11. Are you willing as a board member to be visible, available and accessible to the congregation during regularly schedule Sunday services?
12. Are you willing to be a consistent giver of your time, talent, and treasure?
13. Barring any unforeseen circumstances, are you willing and able to commit to serving a three-year term on UNA's board and provide as much time as required to fulfill your duties as a board member?
14. Are you willing to attend a minimum of one Board training session and one to two weekend Board retreats a year?
15. Are you willing to take fiduciary responsibility for the business of the church administration?
16. Briefly, describe your vision for the future of our church? How do you see yourself contributing to this vision?

I understand that if I am a final candidate, I authorize Unity North Atlanta to perform a background check. _____ **Please initial here.**

Please provide a one-paragraph bio here. If your application is accepted, this bio will be posted on the UNA website.

Signature of Applicant

Date

Printed Name

UNITY NORTH ATLANTA CHURCH

BACKGROUND CHECK AUTHORIZATION

During the application process and at any time during the tenure of my volunteer efforts with Unity North Atlanta Church, I hereby authorize First Advantage, on behalf of Unity North Atlanta Church to procure a consumer report which I understand may include information regarding my character, general reputation, or personal characteristics. This report may be compiled with information from courts record repositories, departments of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references, and any other source required to verify information that I have voluntarily supplied. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification, to the extent such investigation includes information bearing on my character, general reputation, or personal characteristics.

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|-----------------------------------------------------------|----------------------|-------------------|--------------|------------|
| Name as it appears on Social Security Card (Print) | | Cell Phone | | |
| Street Address | | City | State | Zip |
| - - - | / / | E-Mail | | |
| Social Security Number | Date of Birth | | | |
| Volunteer Signature | | Date / / | | |
| ALL INFORMATION IS REQUIRED | | | | |