

NEW JERSEY CHAPTER U.S GREEN BUILDING COUNCIL

**BOARD OF DIRECTORS
ELECTION NOMINATION
PACKAGE**

Accepting Nominations
October 14- November 4, 2011





WELCOME

Nominations for the New Jersey U.S. Green Building Council (USGBC-NJ) Board of Directors election will be accepted from **8am EST on October 14 until 5pm EST on November 4, 2011**. After the nomination period, the Nominating Committee (NC) of the NJ Board of Directors & the Executive Director will evaluate nominees using the general and perspective-specific criteria.

The election will be open **November 14 – December 3 2011**. Voting will be conducted online and only Chapter Members in good standing may vote. USGBC-NJ will notify candidates of the election outcome prior to announcing the election results to the public. Newly elected directors will begin their terms on January 1, 2012.

USGBC-NJ Bylaws provide for a Board of Directors elected Directors, appointed Advisors and an Executive Director. We welcome your interest in nominating yourself for one of the 10 open directorships this year. Before you submit your nominee application, please carefully review the nomination package in addition to the general and perspective-specific criteria, Board's role and responsibilities, and key policies in this package.

We encourage nominees to ensure the accuracy and completeness of their nomination application as responses will be published as written.



BASICS

2012 Nomination Process

In accordance with USGBC-NJ Bylaws, the Board approves the policy and procedures by which directors are elected to the Board. The process outlined below has been developed by the 2011 NC and approved by the Board of Directors.

The self-nomination period closes at 5pm EST on November 4, 2011, after which nominations will not be accepted. USGBC-NJ Executive Director and NC members will review each nomination to verify compliance with the general criteria.

NC members will then select the most qualified nominees for the seats and send recommendations to the Executive Committee for approval. Each nominee will be contacted by November 11, 2011 by a NC member regarding his or her status. The election slate will be released to USGBC-NJ membership prior to the start of the voting period.

The election will begin on **November 14, 2011** and be open for 21 days in accordance with the USGBC-NJ Bylaws. Voting will close no earlier than **December 3, 2011**, and if necessary may remain open until quorum, equal to 10% of current membership organizations, is reached.

The election results will be announced after the close of the election and after NC members have notified candidates.



STRATEGIC GOALS OF BOARD MEMBERS

Any Board of Directors has two essential roles: a **Governance** role where the board acts as a body to ensure accountability, and a support role where board members support the organization, acting as individuals, through volunteering their time and participating in various ways **fundraising**.

The role of the Board of Directors is to set and approve the strategic direction of USGBC-NJ and to establish and authorize the broad policies that govern its actions. In advancing that role – and to carry out its fiduciary obligations – the board has general oversight responsibility with respect to strategic and generative plans, policies, and decisions to ensure they are consistent with USGBC-NJ’s Mission, Vision, and Guiding Principles.

Position Summary

Key Responsibilities of the Board of Directors

- Articulate and uphold the mission, vision, and values of USGBC-NJ.
- Authorize the policies and procedures to carry out the mission of USGBC-NJ.
- Generally oversee the affairs of USGBC-NJ and delegate certain specific authority and responsibility to the Executive Committee.
- Continuously assess the general effectiveness of USGBC-NJ’s priority work in the achievement of its mission.
- Collaborate with USGBC-NJ’s committees and staff to develop and authorize strategic goals and initiatives for the purpose of advancing USGBC-NJ’s mission.
- Select, hire, support, redirect and, if necessary, remove the executive director and assess his or her effectiveness at least annually.
- Take the necessary steps to meet the fiduciary responsibilities of the Board.
- Provide appropriate financial oversight, including approving USGBC-NJ’s annual budget and work plan.
- Enhance the organization’s public standing.
- Adopt a policy on conflicts of interests.
- Recruit and orient new Board members and assess Board performance annually.

As part of **Governance** the USGBC-NJ Board follows the same foundation as National Board of Directors with in following areas.

Sustainable Cities & Communities: Catalyze and lead the building sector’s active participation in the movement to achieve sustainable cities and communities.

Climate & Natural Resources: Lead the dramatic reduction and eventual elimination of building construction and operations’ contribution to climate change and natural resource depletion.

Green Building Marketplace: Accelerate green building demand, delivery, and accessibility.



Public Policy: Advocate for effective and comprehensive green building policy and codes at all levels of government.

International: Advance green building around the world by developing certification capacity, sharing knowledge, and collaboratively advancing regionally appropriate and effective green building practice and policies.

Organizational Excellence: Leverage USGBC’s organizational structure and capacity to support and catalyze the market transformation required to achieve its mission.

FIDUCIARY RESPONSIBILITIES

An important element to the USGBC-NJ board is the sustainable policy of **fundraising**, USGBC-NJ works hard securing sponsors and continuing to provide value to businesses and communities. Securing Sponsors and making personal donations is an essential element of board service. As a body, the board is responsible for approving and monitoring performance of a revenue strategy that will sustain the organization's work.

No one person has to be involved with every type of fundraising, however every director needs to be willing to contribute meaningfully in some way. Potential roles for board members can range from introducing the Executive Director to prospective donors in their professional or personal networks to taking a primary role in the cultivation of major donors.

Securing sponsors and making personal donations is not a requirement of board service but it is an important expectation of board service. Expenses incurred to fulfill board activities normally can be an individual tax deduction; however, any board member may submit for reimbursement any expenses incurred related specifically to their service of the organization and in direct compliance with the board’s reimbursement policy.



DO YOU MEET THE GENERAL NOMINATION CRITERIA?

The NC will use the general nomination criteria below to evaluate all nominees. Only one representative from a given company may run in the election, and no more than one representative from a given member organization may serve on the USGBC-NJ Board of Directors during a fiscal year.

Nominees must

1. Be a chapter member in good standing for a minimum of one year at the time when the self-nomination period opens.
2. Have experience with a not for profit organization, or served on a board, or working group, or on a USGBC Chapter board or committee, within the past three years by the date when the self-nomination period opens.
3. Have read, understand and agree to sign the Conflict of Interest Policy
4. If elected to the board, be a member of a USGBC-NJ chapter by January 1, 2012.

While it is not a requirement, the NC will give preference to those nominees who have experience working with, on, in and/or own a LEED certified building/project.



NOMINATION APPLICATION

Nominees: Please answer the following questions in the space provided and return the completed form in an electronic format by Nov 4, 2008. Application material will be made available to the Nomination Committee for evaluation and to the chapter membership if selected for the slate.

Please submit form by Monday, November 4, 2008 to coordinator@usgbcnj.org

Submitted By: _____

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Email: _____

website: _____

1. In general, why do you wish to be a member of the Chapter Board?

2. Please provide a summary of your professional qualifications, knowledge and experience of most relevance to the Chapter. Also indicate the degree to which you have senior management and executive level experience.



10. Are you a chapter member in good standing and employed in a USGBC member company?

11. Are you able to attend at least 75% regularly-schedule Board meetings each year? (Aprox 11 meetings)

12. . Will you abide by the Chapter's conflict policy and can you do so without significantly affecting your Board responsibilities?

The Board's conflict of interest policy is attached to this Nomination Package. Please read the Policy in it's entirety and provide your acceptance and signature in the form below.



USGBC-NJ CONFLICT OF INTEREST POLICY

All Chapter Board members must read the attached USGBC Chapter Conflict of Interest Policy and as part of this application sign the acknowledgment form. This policy is designed to ensure that all officers, directors, committee members and other persons serving in a leadership capacity of, for or on behalf of the US Green Building Council (“Leaders”) and its Chapters exercise good judgment in dealing with conflicts that could undermine the best interests of the Council.

USGBC CHAPTER CONFLICT OF INTEREST POLICY

ACKNOWLEDGMENT FORM

USGBC-NJ

I have received a copy of the U.S. Green Building Council’s Chapter Conflict of Interest Policy, have read it and understand its contents.

I will not engage in any activities prohibited by USGBC’s Chapter Conflict of Interest Policy. I understand that any such action or failure to act can subject me to disciplinary action including possible expulsion from USGBC. In any instances in which I am in doubt, I will promptly consult with my USGBC Chapter Board. In addition, if I become aware of a potential or actual conflict of interest problem, I will immediately report the facts, following the disclosure process.

Signature: _____

Name: _____

Title/Position: _____

Date: _____



2012 USGBC-NJ CHAPTER BOARD OF DIRECTOR COMMITMENT

If elected to the USGBC-NJ Chapter Board of Directors, I will commit to the following basic responsibilities of a Director as requested:

- help determine the organization's mission and purposes;
- hire staff (if applicable);
- ensure effective organizational planning;
- ensure adequate resources;
- manage resources effectively;
- determine, monitor, and strengthen the organization's programs and services;
- enhance the organization's public standing;
- ensure legal and ethical integrity and maintain accountability; and
- recruit and orient new board members and assess board performance

If elected to the Board, I will also commit to the following specific responsibilities reflected in the election materials:

1. Remain a Chapter member in good standing;
2. Contribute knowledge and experience to help assure success of priority programs and needs of the Chapter;
3. Help influence key players and sectors in the industry including high priority sectors of real estate, corporate, energy/utility, finance, residential and product manufacturers;
4. Help recruit new members for the Chapter;
5. Serve on committees including leadership positions;
6. Help secure funding for the Chapter's programs through sponsorships, corporate and charitable sources, and other significant sources of funding;
7. Abide by the USGBC's conflict of interest policy;
8. Attend at least 75% of the Board meetings each year.

Signature: _____

Name: _____

Title/Position: _____

Date: _____

Please submit form by Monday, November 4, 2008 to coordinator@usgbcnj.org