

BOARD OF DIRECTORS MEMBER NOMINATION FORM



Candidates to be considered for positions on the NIBS' Board of Directors are being solicited by the Board Nominations Committee to be considered for election to the NIBS Board for a **three-year term to begin October 1, 2023**. Elected Board Members will be seated at the September 2023 Board of Directors Meeting. You may nominate one or more candidates, but a separate nomination form must be completed for each. Self-nominating is allowed (references may be requested). In preparing the election ballot, the Board Nominations Committee will give equal consideration to single and multiple nominations. Membership in the Institute is not a requirement for nomination but is required post-election. The CV/Resume being submitted is limited to 3 pages. Nominations are due by **March 20, 2023**.

The Board will provide preference to those individuals who represent the built environment from diverse sectors, ensure geographic variation, who represent the building community or those consumers who may be affected by actions of NIBS. It is preferred to have built-environment, consumer-interest representatives and subject matter leaders who have previously served as an executive or board chair rather than current executives of an industry organization. Executives of organizations offering lines of business in direct competition or potentially competing with the products, programs or services of NIBS will not be considered. The Board desires to have a majority of the members of the Board represent the public interest and to make every effort to minimize the potential for or the appearance of a conflict of interest.

Board Member Qualifications per NIBS' Governing Documents:

The Board shall be representative of the various segments of the building community, of the various regions of the country, and of the consumers who are or would be affected by the actions taken in the exercise of the functions and the responsibilities of the Institute, and shall include (A) representatives of the construction industry, including representatives of construction labor organizations, product manufacturers, and builders, housing management experts, and experts in building standards, codes, and fire safety, and (B) members representative of the public interest in such numbers as may be necessary to assure that a majority of the members of the board represent the public interest and that there is adequate consideration by the Institute of consumer interests in the exercise of its functions and responsibilities. Those representing the public interest on the Board shall include architects, professional engineers, officials of Federal, State, and local agencies, and representatives of consumer organizations. Such members of the Board shall hold no financial interest or membership in, nor be employed by, or receive other compensation from, any company, association, or other group associated with the manufacture, distribution, installation, or maintenance of specialized building products, equipment, systems, subsystems, or other construction materials and techniques for which there are available substitutes.

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Board Position Description

Reports To: NIBS Membership

Board Member Position Description: The Board of Directors is the highest leadership body of the organization. As such it formulates broad policies that govern the activities of the organization that are in the best interest of the membership and the entire industry. Individual directors are responsible both to their fellow Board Members and to the membership as a whole.

General Responsibilities:

- Determining the mission and purposes of the organization
- Selecting and evaluating the performance of the chief executive
- Strategic and organizational planning
- Ensuring strong fiduciary oversight and financial management
- Fundraising and resource development
- Approving and monitoring the organization's programs and services
- Enhancing the organization's public image
- Assessing its own performance as the governing body of the organization

Specific Responsibilities:

- Attend and participate in all scheduled Board meetings (an excused absence is allowed for 1 meeting a year), serve on Board Committee(s), and possibly serve as Board Liaison to a Council or Workgroup.
- Know the organization's mission, policies, programs, and needs
- Serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources, partnerships, and members necessary for the organization to advance its mission
- Leverage connections, networks, and resources to develop collective action to fully achieve the organization's mission
- Sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings

Time Responsibilities:

- Typically, 2-3 days during a board meeting month
- January, May, and September are Board Meeting months
- October & November will include 4-5 hours of onboarding training
- Additional time for Committee & Council Meetings/Work

****Please note that this list does not include travel time****

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Nominations must be submitted by Monday, March 20, 2023

The Nominations Committee will meet in the April to select a slate of candidates to be recommended to the Board. The election will be held at the May 22-23, 2023 Board of Directors meeting. All applicants will be notified within 2 weeks of the Board of Directors meeting.

Please send the Nomination form & Nominee's CV/Resume (limit 3 pages) to: Jennifer Hitzke, Director, Governance & Special Programs jhitzke@nibs.org

I _____, nominate for election to the Board of Directors of the National Institute of Building Sciences, the below named individual to represent the following area(s) of expertise as set forth in the Institute's authorizing legislation, Public Law 93-383. If a nominee has more than one area of professional expertise, please use numbers to indicate the primary and subsequent areas of expertise, with the number 1 indicating the primary area. As NIBS works to diversify our volunteer leadership, the Nominating Committee will be looking for demographically and geographically diverse candidates.

Nominee Information

Name: _____ Title: _____ Organization: _____

City: _____ State: _____ Telephone: _____

Email Address: _____

I have contacted the above named individual and have determined that they are aware of the commitment expected of board members and they are willing to serve if elected. CV or Resume of the Nominee is attached. LinkedIn profile will not suffice.

Name: _____ Organization: _____ Date: _____

Email Address: _____

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Additional Nominee Information

Public Sectors

- Architect
- Professional Engineer
- Federal Agency Official
- State Agency Official
- Local Agency Official
- Consumer Interest
- Academia

Industry Sectors

- Construction Labor Organization
- Contractor
- Product Manufacturer
- Fire Safety Expert
- Financial and Insurance
- Home Builder
- Housing/Building Management
- Developer
- Other

Region (area of permanent residency)

- Northeast
- Midwest
- Southeast
- Southwest
- West
- Mid-Atlantic

Age

- Under 30
- 31-45
- 46-60
- 61 & Over

Race (may report more than one race)

**Categories defined by the 2020 U.S. Census*

- American Indian or Alaska Native
- African American or Black
- Asian
- Native Hawaiian or Other Pacific Islander
- White
- Some Other Race _____

(leave blank if you prefer not to answer)

Gender _____

(leave blank if you prefer not to answer)