



Minnesota Metropolitan Contractors Association

# Board RECRUITMENT Process

Updated: 19 Oct 2020 (for review)

Cover  
Timeline  
Ballot Template  
What to Expect: Nominee  
Board Description  
Application  
Commitment Form

## Board Recruitment Timeline

Revised: 19 October 2020



### July – August

- Nomination Committee Established
- Review current board members, determine terms/vacancies, needs for services
- Referral Request from Members/Application on website and in all communications

### September

- Application and Photo by Prospective Board Members Received
- One on one meeting with each prospect regarding position and vote process
- Invitation to October, November or December Board Meeting for observation of meeting processes

### October

- Nomination Committee Submits Nominees to the Full Membership for Review
- Offer “Not-attending Annual Dinner” members remote voting options (1 Vote/Membership)
- Document all Member Votes

### November

- Annual Membership Meeting: Vote Tally and Announce Winners
- Induct All Board of Directors

### December

- New Members are invited to join Board of Directors meeting
- Press release announcing new and existing Board Members
- Post announcements through MMCA news

### January

- Begin Three-Year Term on Board of Directors
- Board Orientation with Executive Team/Executive Officer
- Attend Strategic Planning Sessions

**Template for Voting Ballot:**



**Board of Directors Ballot**

**Current Board Member, Term**

Name, Company, Term  
Name, Company, Term  
Name, Company, Term  
Name, Company, Term  
Name, Company, Term  
Name, Company, Term  
Name, Company, Term

**Board Members Ending Term**

Name, Company, Term  
Name, Company, Term  
Name, Company, Term  
Name, Company, Term

**Nominees:**

Please vote for up to \_\_\_\_\_ Nominees.



Name, Company, Profile



Name, Company, Profile



Name,  
Profile



Company, Profile Name, Company,



Name, Company, Profile



Name, Company, Profile

Votes will be tallied by \_\_\_\_\_PM, \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_\_ at the Annual Dinner/Holiday Gala.  
Voting may be electronic or in person.

## What to Expect as a Nominee:

- Nomination from an MN Metropolitan Contractors Association (MMCA) Member, Board Member, Community Member, Staff or other.
- Phone call/One on one meeting with Executive Officer or Nomination Committee Member discussing nomination, process and providing roles and responsibilities, application, process, and timeframe for voting.
- Attend an MMCA Board of Directors Meeting to observe commitment.
- Accept Nomination.
- Submit Application, Photo and a Profile (1-2 sentences).
- Attend Annual Meeting/Holiday Gala.
- If elected to Board of Directors, term will begin January.

Board Meetings: Third Thursday, every month, \_\_\_\_\_ p.m. at (location TBD).

If you are unable to fulfill your term, we will work with you to identify a replacement as quickly as possible, potentially inviting past nominees to join the board.

The position is held by the enrolled MEMBER of a business in good standing.



## **Mission**

MMCA's mission is to help the Association's members – builders, developers, remodelers, home improvement contractors, and all the businesses contracting in residential and commercial construction – excel in their business and to represent all contractors and developers in the Twin Cities market before local governments.

## **Vision**

MMCA's vision is for construction contracting businesses to work together to protect the business opportunity in the local markets that they live and work in.

## **Core Competencies**

MMCA's work with local government officials – elected and appointed officials, building officials, community development and planning staff, permit techs – will provide members with a competitive advantage by addressing code interpretations, ordinances, policies, and fees.

## **Brand Statement**

MMCA supports businesses tied to an industry that is highly regulated and increasingly difficult for small companies to prosper. MMCA focuses on the issues members face in the communities where they build. MMCA is an association of **local** business owners that is backed by the support and resources of BAM and NAHB.

**Minnesota Metropolitan Contractors Association** (MMCA) will support your bottom line through targeted local government relations, networking with other businesses in our industry, and focus on developing the next generation of builders and contractors we can help grow a better opportunity for success.

- Influence ordinances & policies that affect the industry (**advocacy**)
- Promote member-to-member business and professionalism to public (**networking**)
- Encourage new businesses & professionals seeking a construction career (**future**)

## Position Description: Board of Directors

21 October 2020



The Board is the primary governing body of the association. The board has final authority and responsibility for governance of the association consistent with the Bylaws, which are approved by the membership, the Articles of Incorporation, the association's Charter with the National Association of Home Builders, and Minnesota/Wisconsin and Federal Law. The association is tax exempt under Section 501c6 of the Internal Revenue Code.

The Board of Directors is elected by the members of the Association at the annual meeting of the general membership in November and terms of office run January 1 until December 31. Board of Director terms are for three consecutive years.

The Board of Directors consists of no less than 9, including:

- President (1-year term)
- Vice - President (1-year term)
- Secretary/Treasurer (1-year term)
- Past President (1-year term)
- Directors (5 or more) (Builder or Associate) (3-year terms)

The President of the Association serves as Chairman of the Board of Directors. A quorum is defined as 50 percent of the members of the Board of Directors.

Board members may not miss more than two meetings of the Board of Directors during a calendar year. A board member who misses three meetings of the Board of Directors in a calendar year will have the question placed on the agenda of the next Board of Directors meeting of whether they should be removed from the board.

Specific responsibilities of the Board of Directors include:

- Adoption of a Strategic Plan
- Adoption of an Annual Budget
- Establishment of Code of Ethics
- Supervision of the association's assets and finances
- Selection of an independent accounting firm to perform an annual review or audit
- Election of State Director(s), National Directors, and a MN Builders PAC Trustee
- Nomination of Life National Directors and Senior Life National Directors
- Nomination and/or endorsement of members running for other offices of NAHB and BAM
- Recommendation of a slate of Executive Committee Directors to the General Membership
- Election of the Builder, Associate, and other Awardees of the Year
- Approval of minutes of meetings of the General Membership
- Approval of an Annual Financial Report to the General Membership
- Receipt of Reports from Committees, Staff, and other parties with which the association may have an interest
- Formation of Committees and Task Forces
- Ratification of the President's appointments to committees and task forces, including chairmen
- Approve the annual Form 990 report to the Internal Revenue Service
- Set membership dues
- Supervision of the association's building and grounds
- Oversight of the association's risk
- Serve as the association's member grievance committee

**Required Meetings:**

Monthly, Third Thursday, (time)  
Annually, Third Thursday, tallys finalized at 5:00 PM

The President may cancel meetings of the Board of Directors when there is a lack of business to conduct. However, the Board of Directors must meet at least four (4) times in a year and may not fail to meet for more than two consecutive months. Special meetings of the Board of Directors may be called by the President or upon written request of six members of the Board of Directors.

**Qualifications:**

A member in good standing of the association; committed to serving a three year term, elected by the General Membership.

**Chairman:** President

**Positions Available:** Minimum 3; Maximum 9; at least half must be Builder members

**Term of Office:** January 1 until December 31 (length varies by office)

**Attendance Requirement:**

May not miss more than three (3) meetings in a calendar year without the question of removal being placed on the agenda of a meeting of the Board of Directors.

Approved Board of Directors, \_\_\_\_\_.



**Board of Directors Candidate Application**

Date \_\_\_\_\_

Name \_\_\_\_\_  
First MI Last Familiar name

**Residence**

Address \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**Employer**

Name \_\_\_\_\_  
Your title \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Type of business or organization \_\_\_\_\_  
Primary service(s) and area/population served \_\_\_\_\_  
Preferred method of contact: ( ) Work ( ) Residence  
How long has your organization been a member of the MMCA? \_\_\_\_\_

**Please list boards and committees that you serve on, or have served on (business, civic, community, fraternal, political, professional, recreational, religious, social).**

Organization	Role/Title	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Education/Training/Certificates**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Have you received any awards or honors that you'd like to mention?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**How do you feel the MN Metropolitan Contractors Association would benefit from your involvement on the Board?**

---

---

---

**How do you feel you will benefit from your involvement on the Minnesota Metropolitan Contractors Association Board?**

---

---

---

**Skills, experience and interests:** (Please circle all that apply)

- |                                  |                        |
|----------------------------------|------------------------|
| Finance, accounting              | Education, instruction |
| Personnel, human resources       | Special events         |
| Administration, management       | Grant writing          |
| Nonprofit experience             | Fundraising            |
| Community service                | Outreach, advocacy     |
| Policy development               | Other _____            |
| Program evaluation               | Other _____            |
| Public relations, communications | Other _____            |

**Please list any groups, organizations or businesses that you could serve on as a liaison on behalf of the MN Metropolitan Contractors Association.**

---

---

---

**Please tell us anything else you'd like to share.**

---

---

---

**Thank you very much for applying! You are our hero!**

In office use only: Board Approval Date _____ Term _____ <input type="checkbox"/> Board Manual Received/Reviewed _____ <input type="checkbox"/> Bio Received <input type="checkbox"/> Photo Other _____ _____ _____
---



**Board Commitment Letter**

I, \_\_\_\_\_, accept my role as a voting member of the board of directors of the MN Metropolitan Contractors Association, effective January 1, \_\_\_\_\_. I understand that my 3-year term will end on \_\_\_\_\_. I may be eligible to serve three (3) consecutive terms on this board.

**During the next 12 months of my tenure as a board member, I agree to:**

1. Protect and steward the mission of the organization and abide by all by-laws;
2. Review job descriptions of both board and committee members to ensure compliance with my responsibilities and expected accomplishments;
3. Serve as chair, co-chair and an active member of the \_\_\_\_\_ committee and/or \_\_\_\_\_ committee (minimum one (1));
4. Read and prepare all necessary materials in advance of board and other meetings;
5. Attend all meetings of the board and assigned committee, as scheduled and called, unless excused; more than three (3) consecutive or four (4) times during one year shall be cause for termination of board commitment;
6. Make an annual financial contribution of personal significance to the organization;
7. Continue as a member in good standing of the organization;
8. Support the board development committee by identifying a potential new board member(s), in keeping with their outlined criteria;
9. Participate in strategic planning and subsequent planning activities;
10. Play an active role in fundraising for the organization;
11. Approve annual operational budget;
12. Abstain on voting on any Conflict of Interest activities that may arise;
13. Maintain utmost confidentiality of Board meetings and sensitive materials.

**My personal goals as a Board Member for the year are:**

---



---

While I am committed to fulfilling my commitment to this organization, I also agree to give appropriate notice of resignation to the Board President should circumstances prevent me from doing so. I understand that it is my role to assist in finding a replacement board member upon term completion or termination.

Name \_\_\_\_\_ Board Position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_