



## Boards and Commissions Leadership Institute

### Guidelines for Nominations

If submitting a nomination, don't forget to include all materials listed on the next page. Submit completed applications to Katie Valenzuela Garcia at [katie@vgconsulting.org](mailto:katie@vgconsulting.org).

***Nominations are due no later than November 18, 2016.***

#### Who Should You Nominate?

We are inviting you to make nominations from within your own organizations, campaigns, and networks. Nominees may be affiliated with your organization in any number of ways – staff, member, project partner, program attendee, youth and adult community member, etc.

We are open to nominees with a variety of experience and knowledge, but ideal nominees should:

- Live, work, or go to school in the South Sacramento Building Healthy Communities service area. For a map visit <http://sacbhc.org/about-us/>
- Be personally focused and willing to learn on how to advance equity for low-income people and communities of color.
- Have some level of experience advocating for equity issues, and within a sector and across sectors (including nonprofit, labor, government, business, and faith).
- Have a demonstrated commitment to racial, social, economic, education, youth and environmental justice as a central part of their personal/professional mission.
- Have some level of experience working on one or more local and/or regional planning issue, such as transportation justice, equitable development, affordable housing, quality jobs, climate justice, education equity, juvenile and adult justice system work and public health.
- Be well regarded among organizational staff, their peers, advocates, inside and outside of the decision-making system for the organization and local and regional jurisdictions.
- Have at least a working knowledge of how decisions are made at the local and regional level in their jurisdictions.
- Have some experience interacting with local decision makers at the various levels of governance (i.e., commissioners and agency staff, city councils and advisors, elected officials and staff).
- Be willing and able to participate in the full program and assignments, including attendance at the following sessions at Fruit Ridge Community Collaborative (4625 44<sup>th</sup> Street, Sacramento):

**Launch Celebration:** Friday, February 24, 2017 from 6:00 - 8:00pm

**Graduation Celebration:** Friday, July 14, 2017 from 6:00 - 8:00pm

**Saturday Sessions:** 9:00 - 5:00pm on February 25, March 18, April 8, May 6, June 3, and July 8



## Boards and Commissions Leadership Institute

### What is the nomination process?

Nomination packets include four items, which can be sent via email to [katie@vgconsulting.org](mailto:katie@vgconsulting.org). **The nominee is responsible for making sure all of their components are submitted, including letters of nomination and the cover sheet, on or before November 18, 2016.**

- 1. A completed Nominations Cover Sheet.** This brief cover sheet is to be completed by the nominating organization, and then forwarded, along with the nominating letter, to the nominee for submission. If you need it, you can request a list of commissions from [katie@vgconsulting.org](mailto:katie@vgconsulting.org).
- 2. A nominating letter** addressed to Building Healthy Communities from the Executive Director, a board member, or equivalent decision-making person of the nominating organization. This letter should clearly indicate at least two target commission seats for which the nominee is well suited, and should address the following:
  - **Endorsement of the nominee.** For how long and under what circumstances has the nominee been involved with the organization? Why would this individual be a valuable addition to the cohort, given our goal to advance equity for low-income people and communities of color in regional equity issues? What is unique about this nominee, both professionally and personally?
  - **Content links between the targeted commission and the organization.** What do you hope the nominee can achieve for low-income people and communities of color on the targeted commission? What attributes do you feel the candidate will bring to such commission service, and how do these attributes resonate with your organization's values and mission? In what structured ways will you continue to interact with the nominee, if seated, around these issues?
- 3. A letter of application from the nominee.** This letter should indicate the nominee's short-term and long-term interests in both their identified seats and any additional social justice and political aspirations. The applicant should draw on previous experiences to substantiate her or his ability to serve successfully on a board or commission as a representative of the interests of low-income people and communities of color, particularly given the "ideal" qualifications listed above.
- 4. The nominee's most recent resume** with contact information for two references who can speak to the nominee's personal and professional qualifications.

### What is the selection process timeline?

The deadline for nominations is **November 18, 2016** but we encourage you to submit your completed nominations packets as soon as possible. Selected nominees will be interviewed in December by the BCLI Advisory Committee. BHC will notify the final cohort no later than **December 30, 2016**.

*For more information about the Boards and Commissions Leadership Institute, contact Katie Valenzuela Garcia at [katie@vgconsulting.org](mailto:katie@vgconsulting.org) or visit <http://sacbhc.org/>*