



1. **Background:** As stated in the Bylaws, the Foundation Board is responsible for managing the Foundation, including fiduciary, legal, strategic, fundraising, fund management policies, and stewardship of the supporters and the funds. The SAME Foundation's Governance and Nominations Committee is responsible for recruiting, nominating, and recommending highly qualified and motivated candidates for the Foundation Board Directors to the Foundation's Board. The full Foundation Board reviews and recommends candidates to SAME Executive Committee, which has the final approval authority.
2. **Composition:** The Foundation Board consists of a minimum of 5 and a maximum of 15 Directors. Board Officers (President, Vice President, Secretary, Treasurer) are elected or appointed by the Foundation Board from among the Directors.
3. **Intent:** The Foundation was established to separate SAME's day to day operational requirements from the philanthropic objectives of the Society. Prospective Foundation board members must therefore have a well-established record of commitment, trust and experience in the Society and knowledge and experience in the management or oversight of charities. Further, the Foundation Board must be inclusive to represent the diverse interests and capabilities of the Society.
4. **Qualifications:** Qualifications for nomination to serve as a Foundation Board Director are:
 - a. Demonstrated commitment to the Foundation's purposes as described at www.same.org/foundation and the Society's mission, vision, and strategic plan, with an emphasis on advancing the goals of Developing Leaders for the Profession, Enriching the STEM Pipeline for the Nation, and Preparing Service members and Veterans for the A/E/C Industry **(weight 25%)**.
 - a. Experience with either/or/and **(weight 25%)**:
 - Fundraising for philanthropic organizations
 - Financial management
 - Marketing
 - Stewardship of donations (gift acceptance policy; donor recognitions)
 - b. Unquestioned ethics, behavior, loyalty and integrity **(weight 15%)**
 - c. Strong multi-level communications skills (speaking and writing) **(weight 15%)**
 - b. Previous high-level leadership in military service or corporate private sector **(weight 10%)**
 - d. Preferably, diverse backgrounds within the full spectrum of Society membership; yet outside perspectives are also welcome. While active SAME members of substantial tenure are desired, nominees with limited SAME tenure, and those new to the Society but who meet the stated qualifications, are also welcome. **(weight 10%)**

5. Procedures:

- a. Online Nominations Due: 1 September
- b. Selections and Term (Foundation Bylaws):
 - i. 5-15 Directors, staggered selection
 - ii. 3-year terms (calendar year)
 - iii. A 3-year extension can be granted by the Foundation Executive Committee contingent upon a letter of intent from the interested Director.
 - iv. Directors may be re-selected to the Board by reapplying per this process after a one-year gap following the close of their second 3-year term.

c. Foundation Governance and Nominating Committee:

- i. Standing Committee Organized by: Foundation Board President
- ii. Convenes: On or after 1 September
- iii. Adjourns: NLT 1 October after preparing a recommended slate for the Foundation Board
- iv. Chaired By: SAME Foundation Governance and Nominating Committee Chair
- v. Administration Support: Selected National Office Director or Associate Director
- vi. Members (beyond chair): 2 or more serving Foundation Board members

d. Nomination Form (*Data Fields*):

- Candidate Full name
- Candidate Organization/Affiliation
- Candidate Title/Position
- Candidate telephone (home, work, cell)
- Candidate email address
- Candidate Professional Certifications
- Candidate SAME Post leadership positions (SAME Post positions held, contributions by position)
- Candidate SAME National Board or Committee experience
- Candidate Recognition (SAME and professional awards, citations)
- Candidate Experience with Fundraising for Philanthropic Organizations or Financial Management or Marketing or Stewardship of Donations
- Candidate Leadership Experience in Military Service or Corporate Private Sector
- Candidate Essay (500 words maximum; how serving as a Foundation Director will help SAME achieve its Strategic Plan and the Foundation achieve its purposes)
- Candidate Commitment Statement (Active participation)

e. Final Selection Timeline

- i. September: SAME National Office prepares the list of candidates for the Nominating Committee
- ii. October: Chair, Foundation Governance and Nominating Committee transmits the Nominating Committee Report to the Foundation President.
- iii. October: SAME Foundation Board votes on the recommendations. Foundation President shares the approved nominations with the SAME President and Executive Director to share with the SAME Executive Committee.
- iv. November: The SAME Executive Committee votes on the recommendation of the Nominating Committee
- v. December: New Foundation Board members are notified
- vi. January: Foundation Board convenes