



# GALA Nominating Committee Duties & Responsibilities

## Introduction

Transparency in elections is a priority for GALA. It is critical that our board elections process be clear, understandable, and trustworthy. The Nominating Committee (NC) has three key objectives: to identify and invite potential leaders to submit their candidacy, to vet all nominations according to a simple set of criteria, and to ensure that the slate of candidates is representative of the GALA membership. We believe that through these activities, the NC can help ensure a qualified and balanced GALA Board.

## Time Commitment

The total estimated time commitment is 6-8 hours, some of which will be asynchronous. Most of the NC's work will happen in September and October. All meetings will be held virtually. Prior to the call for candidates, which starts in late September and which will be open to all GALA members, the Nominating Committee will convene twice: once for a brief training and again to identify highly engaged GALA members that would make excellent board members. The NC members will encourage such individuals to submit their candidacy during the open call for candidates.

The second phase of the NC's work will take place after the call for candidates closes in mid-October. The NC will review the nominations and ensure that candidates meet GALA's prerequisites to serve on the Board. The NC will meet once or twice more to discuss the composition of the slate and, depending on their findings, may endeavor to find additional candidates. For example, if there are no candidates representing GALA's Academic Members, the NC will reach out to members in that segment and encourage someone to stand for election.

## Activities

- NC members will use their personal networks and industry connections to identify and suggest potential association leaders from among the GALA membership.
- NC members will conduct personal outreach to encourage members to submit their candidacy for the GALA Board elections.
- NC members will review all nominations to ensure prerequisites are met.
- NC members will meet to review all qualified candidates and will identify any gaps or surpluses which may impact the balance and composition of the Board. (See example above about Academic Members, for example.)

- NC members will seek to remedy any such gaps or surpluses by making additional invitations or, in the case of surpluses, encouraging some nominees to postpone their run for the Board.
- NC members will serve in a consultative role only and cannot compel any member or candidate to join or withdraw from the election.
- The GALA membership will have the final say in their choice of candidates through a contested election.

## Formation of the Nominating Committee

Per the GALA Bylaws, the NC will consist of not less than five members, including at least two GALA members who are not current Board Members, two current Board Members who are not up for re-election, and one past Board member who will serve as Chair of the NC. GALA will conduct an open call for volunteers to identify members who wish to serve. The Board Chair will appoint (subject to approval by the Board of Directors) the committee members. The NC will dissolve once the slate of board candidates has been finalized. Not all members expressing interest in volunteering will be asked to serve on the NC.

## Board Member Profiles and Competencies

Skills and Attributes	Industry Experience	Specialties	Representation Considerations
Foresight	At least 5 years in a management or leadership role within the global language industry *	Finance	LSCs (including variety in company size)
Commitment	Membership in GALA for >2 years *	Governance and Compliance	Client / buyer organizations
Open-mindedness	Participation in GALA conferences and events	Marketing and Sales	Universities
Collaboration	Participation in SIGs or volunteer roles at GALA	Language Technologies	Interpreting-focused LSCs
Integrity	Other industry volunteer experience or board experience	Industry Standards	Global regions

\*Required

## The Role of the GALA Staff

GALA staff will assist the NC by providing data about prospective candidates' membership status, volunteer status, and other measures of association engagement (including participation in SIGs, committees, conferences and events, speaking engagements, etc.).