



## Boards and Commissions Leadership Institute 2012 Guidelines for Nomination

Please see **2012 Priority Seats** for instructions and a list of priority boards and commissions. When submitting a nomination, please include the **2012 Nomination Cover Sheet** with your materials.

***Nominations are due no later than May 11, 2012.***

### Who Should You Nominate to the BCLI Cohort?

CORE invites you to make nominations of individual from within your organization, campaigns and programs, and networks who can fill priority seats.

Nominees may have different types of affiliation with your organization- as staff, volunteer, program or campaign participant, partner, etcetera. Nominees should also:

- Have a passion for ensuring that the Sacramento region is committed to achieving equity for low-income people and people of color.
- Have an interest in one or more of the issue areas of transportation, land use, health, housing, or the environment.
- Be credible and professional in demeanor, with no foreseeable obstacles to appointment.
- Be willing to participate in the leadership Institute, including attendance at the following events:
  - Kick-Off Wednesday, August 22 from 6:00PM to 8:00PM
  - Opening Session Friday, August 24 from 6:00PM to 9:00PM
  - Training Session Saturday, August 25 from 9:00AM to 5:00PM
  - BCLI Forum Wednesday, September 5 from 6:00PM to 8:00PM
  - Training Session Saturday, September 15 from 9:00AM to 5:00PM
  - City Council Meeting\* Tuesday, September 25 beginning at 6PM  
*\*Group observation of meeting is scheduled to acquaint cohort with public meetings.*
  - BCLI Forum Wednesday, October 3 from 6:00PM to 8:00PM
  - Training Session Saturday, October 20 from 9:00AM to 5:00PM
  - BCLI Forum Wednesday, November 7 from 6:00PM to 8:00PM
  - Training Session Saturday, November 17 from 9:00AM to 5:00PM
  - BCLI Forum Wednesday, December 5 from 6:00PM to 8:00PM
  - Training Session Saturday, December 15 from 9:00AM to 5:00PM
  - Closing Session Saturday, January 12 from 9:00AM to 5:00PM
  - Graduation Wednesday, January 16 from 6:00PM to 8:00PM

### What is the Nomination Process?

Nomination Packets include four items, which may be sent via postal mail or email. Nominees are responsible for ensuring that all components are delivered.

Please send nomination packets by email to Kendra Bridges at the Sacramento Housing Alliance: [Kendra@sachousingalliance.org](mailto:Kendra@sachousingalliance.org). Alternately, packets may be mailed to: Sacramento Housing Alliance, Attn: Kendra Bridges, 1800 21<sup>st</sup> Street Suite 100, Sacramento, CA 95811

## **Nominations Packets Include:**

**1. Completed Nomination Cover Sheet.** This cover sheet is completed by the nominating organization, then forwarded to the nominee for submission.

**2. Nomination Letter.** A letter addressed to the BCLI Cohort Selection Committee from the Executive Director, a board member, or an equivalent decision-making person of the nominating organization. The letter should indicate:

- 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, keeping in mind the goal of advancing equity for low-income communities and communities of color in the region? What is special about the nominee, both personally and professionally?
- Linkage between the organization and the priority seat. In what way might occupation of the priority seat support your organization's mission and goals? What do you hope the nominee can achieve, directly or indirectly, that is of interest to your organization? What do you hope they can achieve in broad terms for communities of color and low-income communities in the region? How will you continue to interact with the nominee, if seated on the priority board or commission, around these issues?

**3. Letter of Application from Nominee.** The letter should include contact information, which priority seat(s) the nominee is interested in, and stated ability to meet the training schedule as identified above, and should indicate the nominee's short-term and long-term interests in the priority seat(s) and any additional social justice and political aspirations. The applicant should draw on previous experiences to substantiate their ability to successfully serve in this seat as a representative of the interests of low-income communities and communities of color, with particular interest to the areas of transportation, land use, health, housing and the environment.

**4. Nominee's Most Recent Resume.** Please include three references that can speak to the nominee's personal and professional qualifications.

## **What is the Selection Process Timeline?**

The deadline for nominations is May 11, 2012, but we encourage you to submit your nomination packets as soon as possible. Selected nominees will be interviewed in June, and the final cohort will be notified in no later than July 20th.

For more information about the Boards and Commissions Leadership Institute, contact Kendra Bridges at (916) 455-4900 or [kendra@sachousingalliance.org](mailto:kendra@sachousingalliance.org).

More information on the Coalition on Regional Equity can be found at [www.equitycoalition.org](http://www.equitycoalition.org), and more information on the Sacramento Housing Alliance can be found at [www.sachousingalliance.org](http://www.sachousingalliance.org)