



2020 MEMBERSHIP NOMINATION INSTRUCTIONS AND GUIDELINES

DEADLINE: October 04, 2020 at 11:59 pm

Thank you for considering submitting a candidate for membership. Before you begin filling out the Nomination Form, take time to review these instructions and considerations.

1. Do not tell your candidate that she is being nominated.
2. Review the criteria carefully. *See criteria below.*
3. The candidate must meet all of the criteria - both professionally and in their sphere of influence.
4. If you have questions about whether your nominee meets our criteria, please contact Membership Chair MiriamMuscarolas@gmail.com *before* you submit the Nomination Form.
5. If you have questions on how to complete and submit the form electronically, please contact Cristina or Jenneva at admin@thetrusteeship.org.
6. As the sponsor you are responsible for completing the nomination form in its entirety which includes gathering comprehensive research from public sources found on the internet, such as company websites, LinkedIn, Wikipedia, etc. Provide thorough information on the qualifications of your candidate and reasons they are preeminent. We suggest discussions with other members to determine others' experience and regard for the nominee. This will assist the Membership Committee in understanding how your nominee meets the criteria. It is important that members are not lobbied for support. A member of the Committee will contact members to independently seek their experience with the nominee.
7. There is no limit to how many nominations you can make.
8. There is no requirement that you know the nominee, however, in our experience a personal connection is compelling. Please find a Trusteeship member who knows them. Given our "Six Degrees of Separation" world, it is likely that another member is only a few degrees from the candidate. Do your research on the internet or with our members. If your nominee serves on a board, research if a member has a connection to that board or sector. The member roster can be found on The Trusteeship website.



9. Although we no longer require a co-sponsor, one can be helpful when the nominee is being vetted by the Membership Committee. Additionally, a Co-Sponsor can be beneficial in sharing the responsibility of hosting a welcome event and playing a role as the new member's guide into our Forum. If you do have a co-sponsor, she **MUST** provide a recommendation letter, describing how she knows the candidate and the ways in which the nominee meets the criteria, and it must be submitted prior to the nomination due date of (10/04/20) in order to be considered. Please send the letter to admin@thetrusteeship.org.
10. Do not contact non-members for your research. Confidentiality is critical.
11. A word about the process: Do not tell your candidate that she is being nominated. Submission of a nomination does not guarantee approval. The Membership Committee does considerable research and vetting of nominees. The discussions are professional, discreet and confidential, and respectful of the criteria. Many hours are logged to research nominees and preserve the integrity of our process. The Committee votes anonymously and confidentially. The slate of approvals is then submitted to The Trusteeship Board of Directors for their approval. It can be very awkward to explain to your candidate why she wasn't approved and the burden of that communication will fall on you.
12. Do not lobby for your candidate. We know that our enthusiasm for our own nominees can be great but members, including Membership Committee members, should not feel any pressure to endorse your nominee.
13. The nominee should have a record of success in their current position. It has been the practice to defer the review of candidates until they have served in their role for a year or more. This is especially the case when the candidate has received a substantial promotion. Consideration will be given if the candidate has held a substantially similar role at another organization. Example: college president from one similarly sized college to another.
14. Preeminence suggests only one woman per organization, however, in the case of mega sized companies, exceptions may be made. More commonly, a mega sized organization that has subsidiaries may have several preeminent women. In that case, we may invite more than 1 subsidiary leader.
15. Do not wait until the last day to submit if you have completed the nomination.

Please note, if you are saving the form to come back to it later the nomination form will provide you a link directly on the site. ***You must save this link to return to the form.*** It is up to you to save the form link at the time you are filling it out. We do not want your work to be lost so, please, be mindful in saving your link. Another option is



to download the Nomination form Word doc so that you can come back to it later if you are not able to complete the form in one sitting.

Thank you for your participation and enthusiasm in our membership effort.

Miriam Muscarolas

Membership Chair

Nominees must meet all the following requirements:

I. ACHIEVEMENT, IMPACT, INFLUENCE, LEADERSHIP:

1. Preeminent in their field, industry, profession, organization, company or firm.
2. Have a broad, significant portfolio of responsibilities and decision making authority.
3. Active in their profession with a record of success in their current role.
4. Highly respected and recognized as an impactful and/or visionary leader.
5. If a large organization, they are at the top. While this often translates to the CEO or President, at a very large organization it can also mean the COO or CFO or division head, as long as that equates to senior decision making authority.
6. If a smaller organization, consider organizational size such as number of employees, scope, duration, impact in field or industry and external recognition. Measurements might include factors such as revenue, valuation, type and volume of clients, etc.

II. SPHERE OF INFLUENCE OUTSIDE THEIR OWN JOB, INDUSTRY OR PROFESSION:

1. Significant influence, involvement, prestige outside their specific professional community, such as board service.
2. Leadership roles in community organizations - locally, national, and/or globally.
3. Respected and recognized as a thought leader in their involvements.

III. IMPORTANT ADDITIONAL CONSIDERATIONS: DIVERSITY AND PROFESSIONAL DIVERSIFICATION:

1. Achieving a diverse membership is a high priority - profession, industry, interests, race and ethnicity, cultural background, and of special focus, women



age 50 and below, and women of color. Approximately, five years ago along with many other Forums, we instituted a goal of “50 under 50”. We seek to have 50% of new members under age 50.

2. Additionally, we ask for nominations in the lower represented sectors of:

- Accounting
- Aerospace
- Engineering
- Finance and Investments (real estate, private equity, venture capital, investment banking)
- Health and Wellness
- Pharma
- Sciences
- Technology