



Bay Area Social Equity Caucus
a program of Urban Habitat

Boards & Commissions Leadership Institute



2010 Guidelines for Nominations

See **2010 Target Seats** for instructions for a list of targeted commissions. If submitting a nomination, don't forget to include the **2010 Nomination Cover Sheet** with your other materials.

Nominations are due no later than April 30th.

Who Should You Nominate to the Cohort?

We are inviting you to make nominations from within your own organizations, campaigns, and networks of participants who can fill our target seats.

Nominees may be affiliated with your nominating organization in any number of ways – staff, organizer, project partner, consultant, community member, etc. Nominees should also:

- Have a passion for ensuring that the region is committed to achieving equity for low-income people and people of color.
- Have interest and experience in equitable policy making in one or more of the issues-areas of transportation, land use, housing, jobs, and/or the environment.
- Be credible and professional, with no foreseeable obstacles to appointment.
- Be willing to participate in our Leadership Institute and State of the Region event, including attendance at the following sessions:

Session 1: Wednesday, August 18, 6:30 p.m. to 8:30 p.m. (Kick-Off Event)

Session 2: Friday, August 20, 6:00 p.m. to 9:00 p.m.

Session 3: Saturday, August 21, 9:00 a.m. to 5:00 p.m.

Session 4: Wednesday, September 1, 6:00 p.m. to 8:00 p.m.

Session 5: Saturday, September 18, 9:00 a.m. to 4:30 p.m.

Session 6: Wednesday, September 29, 6:00 p.m. to 8:00 p.m.

Session 7: Saturday, October 16, 9:00 a.m. to 4:30 p.m.

Session 8: Wednesday, October 27th, 6:00 p.m. to 8:00 p.m.

Session 9: Saturday, November 13, 9:00 a.m. to 4:30 p.m.

Session 10: Wednesday, November 17, 6:00 p.m. to 8:00 p.m.

Session 11: Friday, December 3, 6:00 p.m. to 9:00 p.m.

Session 12: Saturday, December 4, 9:00 a.m. to 5:00 p.m..

Session 13: Wednesday, December 15, 9:00 a.m. to 5:00 p.m. (State of the Region conference)

Session 14: Saturday, January 8, 9 p.m. to 4:30 p.m.

Session 15: Friday, January 14, 7:00 p.m. to 9:00 p.m. (Graduation Reception)

What Is the Nomination Process?

Nominations packets include four items, which can be sent via regular mail or email or may be hand delivered to the Urban Habitat offices. **The nominee is responsible for making sure all of their components are delivered, including letters of nomination and the cover sheet.**

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.
2. **A nominating letter** addressed to the Social Equity Caucus Steering Committee from the Executive Director, a board member, or equivalent decision-making person of the nominating organization. This letter should clearly 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, given our goal to advance equity for low-income people and people of color in regional equity issues? What is special about this nominee, both professionally and personally?
 - *Content links between the targeted commission and the organization.* In what ways might occupancy of this seat support your organization's core issues and strategies? What do you hope the nominee can achieve, if even indirectly, of interest to your organization? What do you hope they can achieve in broader terms for low-income people and people of color in the region? How will you continue to interact with the nominee, if seated, around these issues?
3. **A letter of application from the nominee.** This letter should include contact information, target seat(s), and stated ability to meet the training schedule as identified above, and should indicate the nominee's short-term and long-term interests in both the targeted seat(s) and any additional social justice and political aspirations. The applicant should draw on previous experiences to substantiate their ability to serve successfully in this seat as a representative of the interests of low-income people and people of color, particularly with regard to equity building in the issues areas of transportation, land use, housing, jobs, and the environment.
4. **The nominee's most recent resume,** with three references that can speak to the nominee's personal and professional qualifications.

What Is the Selection Process Timeline?

The deadline for nominations is **April 30**, but we encourage you to submit your completed nominations packets as soon as possible. Selected nominees will be interviewed in May and June by interview teams that include Institute staff, Social Equity Caucus Steering Committee members, and content experts from throughout the Social Equity Caucus. The Social Equity Caucus Steering Committee and Urban Habitat will determine and notify the final cohort no later than July 14.

For more information about the Boards and Commissions Leadership Institute, contact Laurie Jones Neighbors at 510-839-9510, ext. 306, or laurie@urbanhabitat.org.

More information about Urban Habitat and the Social Equity Caucus can be found at www.urbanhabitat.org.