

# Vetting Committee Charter

## Role of the Committee

The Vetting Committee is responsible for creating relevant questionnaires and performing interviews with potential CLFP committee and board position applicants. Every candidate should be a CLFP knowledgeable about the contents of the BOK and its guiding principles. Subject Matter Experts (SMEs) will be sought out and recommended for each committee seeking new members.

## Membership

The Vetting Committee will have at least one CLFP Foundation Board member who will serve as the Chairperson. The committee's size and composition can vary depending on the number of candidates that must be vetted for each year.

## Chairperson

The Chairperson will be selected by the Committee and serve for one year, subject to renewal. If the chairperson cannot attend a meeting or presentation, a co-chair or vice chair will be acceptable.

## Activities, Duties, and Responsibilities

Highlights of the Vetting Committee include:

1. Annual review of the members
  - a. Verify members are in good standing
  - b. Confirm members want to remain on the committee
2. Develop a questionnaire based on various committee needs & qualifications
3. Assign candidates to members for vetting
4. Review candidate interviews with committee members
5. Based on the interests and needs of the committees, make recommendations for which committee each candidate is the best fit for.

## Delegation of Authority

None at this time

## Standard Committee Procedures/Schedule

Based on the current foundation timelines, the Vetting Committee will be most active during the second and third quarters of the calendar year. In February, the Vetting Chair and the CLFP Foundation's Chief Executive Officer (CEO) will appoint additional members to the Committee for the calendar year.

The initial kickoff meeting with the Chair and the full Vetting Committee will occur during the first quarter. At that meeting, the committee's scope of work will be outlined and agreed upon.

The workload will determine the additional meeting frequency. Meetings will then occur as needed, culminating in early September with Board approval in September for the following calendar year.

## Formalities

Author: Jill Brothers