

RCSFF POLICY MEMO 2011-01
DIRECTOR SELECTION PROCESS

1. **Purpose.** This policy memo provides instructions for filling Director positions due to vacancy or position increase as so required by the Article III, paragraphs (1) and (5) of RCSFF Amended and Restated Bylaws of 18 October 2006 (hereafter called the BYLAWS).
2. **Director Requirement Determination.** In fulfillment of Article III, paragraphs (1) and (5) of the BYLAWS, at a regular scheduled meeting of the Board, by resolution approved by a majority of the Directors, the Board shall so determine and direct the fulfillment of Director(s) position(s) due to vacation or Board position increase.
3. **Director Selection Process.** The steps for filling a Director position are as follows:
 - a. Serving Directors shall nominate qualified individuals to fill required position(s). Each nomination shall include a resume not to exceed two pages. Directors shall interview those whom they intent to nominate and explain the purpose of the foundation and the expectations and compensation of a board member.
 - b. At a regular scheduled meeting of the Board, by resolution approved by a majority of the Directors, the Board shall select which nominations shall go forward for further consideration. For nominees not selected for further consideration, the sponsoring Director shall notify the nominee that they will not be further considered and thank them for their interest. The Secretary shall notify nominees that will go forward for further consideration and asked them to complete a Director Application and return it to the Secretary via electronic means. The Secretary shall distribute completed electronic applications to serving Directors for their review.
 - c. At a regular scheduled meeting, by resolution approved by a majority of the Directors, the Board shall determine those who will fill the Board positions in question.
 - d. For final nominees not selected, the sponsoring Director shall notify them that they were not selected. For those selected, the President shall send a Letter of Acceptance and request a reply by endorsement from the newly selected Director(s). The Secretary shall file Letters of Acceptance with the new Director's endorsement as part of the Corporation records.
4. **Policy Review.** This policy shall be reviewed annually by the Board of Directors.

Bruce L. Fister
President

Date: 21 January 2014

Atchs:

- 1 RCSFF Director Application
- 2 Letter of Acceptance

ATTACHMENT 1

ROBERT AND CHRISTINE STEINMANN FAMILY
DIRECTOR APPLICATION

INSTRUCTIONS: Complete this application using MS Word software and return as an email attachment to the requestor.
Please keep your responses short and succinct.

Date:

I. BIOGRAPHICAL INFORMATION

1. Name: _____ Nickname: _____
2. Address:
Street _____
City, _____ State _____ Zip _____
Home Phone: _____ Work Phone: _____
Email: _____
3. Permanent Address (One where you can always be reached):
Street _____
City, _____ State _____ Zip _____
4. Marital Status:
Spouses Name: _____
5. Describe family or other relationship with Bob and/or Christine Steinmann:

II. EDUCATIONAL AND PROFESSIONAL INFORMATION

6. Briefly describe your professional experience.
7. List the post-secondary schools you have attended. Indicate course of study pursued, date of graduation, and degree attained. If not a graduate, give dates of attendance.

College or University	Degree earned Grad date*	Major or field of study
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College or University	Degree earned Grad date*	Major or field of study
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College or University

Degree earned
Grad date*

Major or field of study

*If not a graduate, give dates of attendance

8. Current employer:

Position:

Describe your duties and responsibilities in this position.

9. Describe your experience and qualifications in administration, financial management, and fundraising.

10. Date you are available to begin work with RCSFF.

III. FOUNDATION EXPERIENCE

11. Describe any past and present involvement in non profit organizations:

12. Please describe the RCSFF purpose and values as you understand them.

IV. EXPECTATIONS

13. Briefly explain your expectations and motivations for serving as a RCSFF Director.

Signature:

Attachment 2

Robert and Christine Steinmann Family Foundation.

P.O. Box 639
San Manuel, AZ 85631

Address Address Address

Date:

Subject: Terms of Acceptance

Dear :

Congratulations and thank you for accepting the position as a Director for the Robert and Christine Steinmann Family Foundation. We look forward to working with you and getting to know you.

The purpose of this letter is to outline the terms of acceptance for you as a Director on the Board.

Expectations. As a Member and Director on the Board of the foundation you will be part of a group responsible for guiding the organization both strategically and in execution. You are expected to participate in four scheduled board meetings a year and other unscheduled meetings. Most if not all of the meetings will be via teleconference. Since our board is also a working board, you are expected to be on at least one committee and help in the business execution of the foundation. Further details can be found in the RCSFF Amended and Restated Bylaws of 18 October 2006

Compensation and Benefits. You will be compensated at the rate of \$2,000 for the 1st year. After the 1st year and beyond you will be compensated at the rate of \$5,00.00 per year. The foundation will reimburse you for any expenses you incur in the performance of foundation duties. You are covered under the Directors and Officers Insurance Policy held by the foundation. You must acknowledge in writing your acceptance of this insurance. There are no other benefits.

Term of Service. We expect your service on the Board to be long a fruitful; there are no term limitations. Should there be a need to discontinue your service, the conditions are as so stated in Article III of the RCSFF Amended and Restated Bylaws of 18 October 2006.

Welcome aboard.

Sincerely,

Bruce L. Fister, President

Enclosure

I accept the terms so stated in the Robert and Christine Steinmann Family Foundation
President's letter of *date* .

Signature

Date

(Printed Name)