



COLUMBIA EMPIRE VOLLEYBALL ASSOCIATION

BOD & Committee Application Vetting Process

EXTERNAL SUMMARY – UPDATED MARCH 2025

CANDIDATES FOR A POSITION ON A STANDING COMMITTEE

1. Application is received via Google Forms; candidate agrees to Expectations Agreement as part of application, submits references, and answers application questions.
2. Executive Director reviews application and ensures candidate is legally allowed to serve in desired capacity. ED checks against Bylaws, committee capacities, and other relevant restrictions.
 - a. If candidate is not allowed to serve in desired capacity, ED works with the candidate to find a suitable alternative.
3. Application referred to Board Development Committee for reference checks. Application asks for three references (name, phone, e-mail, relationship to candidate). Committee uses discretion on how many reference checks to conduct using a standardized set of questions. This can also include a surface-level check of internet and social media.
4. If the candidate is applying to join the Finance Committee, the candidate is asked to submit to an extended background screen, which checks for white-collar crimes, financial crimes, and all standard USAV disqualifiers. The Executive Director is responsible for sending instructions to the candidate. The candidate's application will not be moved forward until they have successfully passed the screen. The region pays for the screen's costs. The standard USAV screen does not substitute for completion of this screen.
5. Candidate is asked to attend the next regular meeting of the desired committee. They will not be expected to be an active participant in that meeting unless they wish to be.
 - a. Executive Director will be the one to extend the invitation to the committee meeting – should include logistics of joining the meeting as well as ensuring the candidate receives a copy of the agenda and supplemental materials.
6. Following committee meeting, Committee Chair schedules follow-up conversation with candidate to discuss continued interest, questions, concerns, etc. Committee Chair should be intentional about discussing the Expectations Agreement. Executive Director will assist Committee Chair in scheduling the meeting and logistics of such a meeting if necessary.
7. Candidate is referred to the Board for approval at their next regularly-scheduled meeting, or via electronic vote if filling the vacancy is necessary prior to the next regularly-scheduled BOD meeting. Executive Director informs all candidates of their status within 24 hours of results being collected.



CANDIDATES FOR A POSITION ON THE BOARD OF DIRECTORS

1. Application is received via Google Forms; candidate agrees to Expectations Agreement as part of application, submits references, and answers application questions.
2. Executive Director reviews application and ensures candidate is legally allowed to serve in desired capacity. ED checks against Bylaws, committee capacities, and other relevant restrictions.
 - a. If candidate is not allowed to serve in desired capacity, ED works with the candidate to find a suitable alternative.
3. Application referred to Board Development Committee for reference checks. Application asks for three references (name, phone, e-mail, relationship to candidate). Committee uses discretion on how many reference checks to conduct using a standardized set of questions. This can also include a surface-level check of internet and social media.
4. Candidate is scheduled for an interview before a select number of Board Development Committee members. Interview follows a standardized set of questions. Interview can be conducted via phone, virtual means, or in-person if desired (at the discretion of the committee). Chair of the Board Development Committee is charged with scheduling interview, which should be conducted no less than two weeks before the next full BOD meeting or the deadline for candidate information to be submitted for the general election. Executive Director can be asked to assist in logistics of setting up the interview if necessary.
5. The candidate is asked to submit to an extended background screen, which checks for white-collar crimes, financial crimes, and all standard USAV disqualifiers. The Executive Director is responsible for sending instructions to the candidate. The candidate's application will not be moved forward until they have successfully passed the screen. The region pays for the screen's costs. The standard USAV screen does not substitute for completion of this screen.
6. Candidate is referred to the appropriate body for approval.
 - a. If an At-Large BOD candidate, referred to the full BOD for approval at next regularly-scheduled meeting. BOD reserves the right to ask further questions of the candidate during the meeting at which the candidate is to be voted on for approval.
 - b. If a membership-elected candidate, referred to the general election in the Spring.
7. Executive Director informs all candidates of their status within 24 hours of results being collected.



NOTES

Following any step, the Board Development committee has the sole discretion to discontinue the vetting process if the candidate proves unsuitable. A notice to the candidate will be sent from the Chair of the Board Development Committee should the process be discontinued.

All applicant information is kept on file in the CEVA office.

At the discretion of the Board Development Committee, candidates applying for re-election to a member-elected Board position may not be subject to the same vetting procedures as a new candidate. These candidates may be referred directly to the electoral process. This can also apply to candidates who wish to continue as an At-Large member of the Board.

Returning At-Large members of the Board are not required to complete an application each year they wish to serve. They are required to provide written notice by e-mail – to the Executive Director and the Chair of the Board Development Committee – if they wish to continue serving or if they wish to end their service. This notice must be provided by a deadline the Board Development Committee sets annually. A candidate who does not respond by the published deadline is assumed to no longer wish to serve on the Board.

At the discretion of the Board Development Committee, current Board members who are applying for a position on a committee (that they do not currently participate on) can be referred immediately to the Board for approval and are not subject to the vetting process outlined for committee members above.

Depending on the timing of the application, a candidate who applies for a vacancy on a committee as well as a vacancy on the Board may be subject to either or both vetting processes outlined above. Determination to be made by the Board Development Committee.

CONFLICT OF INTEREST

A member of the Board Development Committee who has a previous or existing relationship with a candidate may recuse themselves from the vetting process of that candidate on their own accord, or by a majority vote of the remaining Board Development Committee members.