

**Wisconsin Environmental Education Board
Nominating Committee
Planning Timeline July 2010 to June 2011**

Target A. Recruit qualified and desirable board nominees-
Environmental/Conservation Organization seat

Action	Identify nominating committee members and chairperson
Responsibility	WEEB Chairperson
Vehicle	Committee Assignments made
Appointments	June 2010
Action	Develop and publicize announcements for board vacancies seeking nominees
Responsibility	Committee chair & WEEB staff
Vehicle	Announcement developed and disseminated to appropriate outlets Press release and letters to appropriate state wide organizations, WEEB website
Timeline	Completed by May 2010
Action	Send out nomination material to those requesting
Responsibility	Administrative Specialist
Vehicle	Mailing
Timeline	May-July 2010
Action	Screen Nominees to WEEB. Committee reviews and ranks nominees using criteria developed by the committee
Responsibility	Committee members
Vehicle	Conference call and email
Timeline	July 23,2010
Action	Nominating Committee recommendation to the Board
Responsibility	Nominating Committee Chair
Vehicle	List of recommended nominees.
Timeline	July 29, 2010 Board Meeting
Action	Send Board's recommendations to UW President
Responsibility	Administrative Specialist
Vehicle	Electronic files emailed
Timeline	August 2010
Action	Mailings to those appointed and those not appointed
Responsibility	UW System President
Vehicle	Copy of letters on file at WEEB office.
Timeline	August 2010

Target	B. Recruit qualified and desirable board nominees- Environmental Educators, Forestry, Higher Education
Action	Identify nominating committee members and chairperson
Responsibility	WEEB Chairperson
Vehicle	Committee Assignments made
Appointments	July 29, 2010
Action	Develop and publicize announcements for board vacancies seeking nominees
Responsibility	Committee chair & WEEB staff
Vehicle	Announcement developed and disseminated to appropriate outlets Press release and letters to appropriate state wide organizations, WEEB website
Timeline	Completed by December, 2010
Action	Send out nomination material to those requesting
Responsibility	Administrative Specialist
Vehicle	Mailing
Timeline	December 2010 to March 2011
Action	Screen Nominees to WEEB. Committee reviews and ranks nominees using criteria developed by the committee
Responsibility	Committee members
Vehicle	Conference call and email
Timeline	Completed by April, 2011
Action	Nominating Committee recommendation to the Board
Responsibility	Nominating Committee Chair
Vehicle	List of recommended nominees.
Timeline	April 2011 Board Meeting
Action	Send Board's recommendations to UW President
Responsibility	Administrative Specialist
Vehicle	Electronic files emailed
Timeline	April 2011
Action	Mailings to those appointed and those not appointed
Responsibility	UW System President
Vehicle	Copy of letters on file at WEEB office.
Timeline	May 2011 (appointments begin July 1, 2011)