

**Wisconsin Environmental Education Board
Nominating Committee
Planning Timeline July 2012 to June 2013**

Target A. Recruit qualified and desirable board nominees-
Business/Industry, Energy, and Nature Centers/Museums/Zoos

Action	Identify nominating committee members and chairperson
Responsibility	WEEB Chairperson
Vehicle	Committee Assignments made
Appointments	July 2012
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 (business/industry, energy, nature centers/museums/zoos)
Timeline	Completed by December 2012
Action	Send out nomination material to those requesting
Responsibility	Administrative Specialist
Vehicle	Mailing
Timeline	December 2012-March 2013
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	March 2013
Action	Nominating Committee recommendation to the Board
Responsibility	Nominating Committee Chair
Vehicle	List of recommended nominees.
Timeline	April 2013 Board Meeting
Action	Send Board's recommendations to UW President
Responsibility	Administrative Specialist
Vehicle	Electronic files emailed
Timeline	May 2013
Action	Mailings to those appointed and those not appointed
Responsibility	UW System President
Vehicle	Copy of letters on file at WEEB office.
Timeline	May 2013 (Appointments begin July 1 2013)