

TCDA Governance Committee Guidelines

Duties and Responsibilities:

The Governance Committee is responsible for nominating **two to three candidates** for each open office in TCDA. No more than three candidates will be nominated for each open position.

Committees should be formed with consideration to the Mission and Purpose Statements of TCDA, specifically considering the following goals of the organization:

1. Develop and maintain a system of leadership (local, regional, and state-wide) engaging a diverse group of choral musicians who reflect the communities in which they work and reside.
2. Foster and promote diversity, equity, inclusion, and access through active engagement with historically marginalized and underrepresented choral musicians and communities, as well as potential choral participants.
3. Pursue and provide funding that supports educational and professional development activities for TCDA members with expanded opportunities for choral musicians in historically marginalized and underrepresented communities.

The **Governance Committee** shall consist of:

Chair (who shall be a former TCDA Board Member)

4-6 TCDA Members appointed by the chair (current Active or Retired membership required)

TCDA Past President or other TCDA Executive Board Member Appointed by the President

Governance Committee Members:

1. The Chair is selected by the Past President; Qualifications: former TCDA Board member, consistent TCDA membership, consistent TCDA Summer Convention attendance
2. Committee members shall represent the following:
 - a. Diverse geographic regions
 - b. Varied primary TCDA divisions (Elem, MS/JH, HS, Coll/Comm, Church/Worship)
 - c. Members of marginalized and/or historically excluded communities
 - d. Varied years in the profession (5-10 yrs, 11-15 yrs, 16-20 yrs, 20+ yrs)
3. Current candidates for TCDA Board positions and Governance Committee members from the two previous consecutive years may NOT serve on the committee.

Procedures:

1. The Chair appoints committee members and notifies the Executive Director and Past President of members. All committee members must complete and sign the current TCDA Code of Ethics form.
2. The TCDA office will provide the Chair with a list of nominations received via the online nomination form.
3. The committee solicits nominations from within the committee, from the membership-at-large, and from the TCDA Board.
4. The Chair contacts each potential nominee providing a summary of the duties of the Board position and requests a letter of interest and current resume or CV to be uploaded via Cadmium, in coordination with the TCDA office staff.
5. The committee reviews materials from potential nominees and ranks potential candidates according to established criteria. The Past President does not participate in this review. **The committee will consider the following criteria when selecting candidates:**
 - a. It is recommended that all nominees for the TCDA Board of Directors have a minimum of 5 years of Active Membership with TCDA.
 - b. Nominees should have consistent attendance at TCDA-sponsored events.
 - c. Nominees for TCDA President-Elect should be former or current TCDA Board members with terms expiring before the start of the President-Elect term.
 - d. Nominees for Vice-President positions should be employed within the division they will represent.
 - e. Per the TCDA mission and purpose to develop and maintain a system of leadership (local, regional, and state-wide) engaging a diverse group of choral musicians who reflect the communities in which they work and reside and to foster and promote diversity, equity, inclusion, and access through active engagement with historically marginalized and underrepresented choral musicians and communities: The committee will actively seek candidates for office that represent historically underrepresented groups within TCDA. Additionally, consideration will be given to the geographic diversity of candidates.
6. The Chair sends a written report to the Past President of TCDA at least one week before the Spring Board meeting containing a list of **2-3 candidates** for each office. The Board will have access to the letters of interest and resumes of all potential candidates recommended by the committee.
7. The Board will vote to approve the recommendation of the nomination committee. Should the Board not approve the committee's recommendation, the nominations will be sent back to the committee for further consideration.

TCDA Board of Director Vacancies:

Office Position	Year of Nomination	Year of Election
Middle School/Junior High VP	Even Year	Odd Year
High School VP	Even Year	Odd Year
Secretary	Even Year	Odd Year
President-Elect	Odd Year	Even Year
Elementary VP	Odd Year	Even Year
Worship & Community VP	Odd Year	Even Year
College & New Professionals VP	Odd Year	Even Year
Special Projects & Public Relations VP	Odd Year	Even Year