**Board of Directors Minority Business Enterprise (MBE) Criteria**

**Houston Minority Supplier Development Council**

Would you be interested in representing MBEs as a member of the HMSDC Board of Directors?

The HMSDC Board of Directors currently consists of minority business owners and representatives of Corporate Members. MBEs serve five-year terms. We are now seeking nominations of minority business owners who would be interested in serving on the Board of Directors.

The Board of Directors Nominating Committee of the HMSDC has asked me to share with you some thoughts on the role of a director of HMSDC. The role of a director is to provide input, create awareness, develop policy, and financially support the Council. Directors are expected to promote and encourage participation in activities that positively serve the minority business community and fosters the mission of the HMSDC and its members.

Each Board member must be committed to bringing the concerns interest and needs of the minority business community to the Board, to share information and promote the welfare of all MBE’s, including their competition. Professionalism, problem solving and good communication skills are required to be an asset to the organization. A board member must have the ability to know which areas of business discussed are to be kept confidential. Minority Business Enterprise (MBE) board members must serve as Chairperson of the Board, CEO, or President of a HMSDC certified MBE company.

Attendance is critical at each monthly meeting and at major events of the Council. HMSDC typically holds 5 signature events annually at which board members are expected to attend. Board members serve as liaisons to one or more of HMSDC’s standing committees. Candidates should know that their time, and some financial resources will be required to perform Board responsibilities. MBE candidate company’s must possess sufficient resources to keep board responsibilities from negatively impacting the Board member’s company. Special consideration is normally given to those who have served on HMSDC committees or as Ambassadors.

**The HMSDC Board meeting is not a time for your personal grievances with any individual corporate member. The HMSDC Board meeting is not a time to obtain business or for personal gain. The HMSDC   
Board is a progressive, cohesive group that works well using its diversity, skills and leadership abilities to propel the organization to the next level.**

To be considered for the board of directors, we ask that you complete the enclosed questionnaire and returning it by email to Ingrid.Robinson@hmsdc.org by 5 PM on February 17, 2023. This will ensure that your nomination receives full and fair consideration by the nominations committee. All candidates along with the nomination committee’s recommendations will be submitted to the full board for consideration at the March 23rd board meeting. The criteria typically used to evaluate nominees include (1) stature and involvement in the community; (2) success in business or position within the organization; (3) involvement in HMSDC; and (4) ways in which the nominee adds talent, resources and diversity to the Board.

The nominating committee will evaluate all nominations and will present a recommendation to the Board for final vote. All nominees will be notified of the board’s decision and successful candidates will be invited to attend the next full board meeting.

Please feel free to contact me directly with and questions you may have at (713) 271-7805 or via email at [Ingrid.Robinson@HMSDC.org](mailto:Ingrid.Robinson@HMSDC.org).

**Board Director Job Description**

1. **Length of Term**
2. Each board member shall serve a maximum term of five consecutive years. Each year at least one MBE Board member shall rotate off the Board.
3. **Time Commitment Required**
4. The board of directors meets every other month for an average of 1.5 hours per meeting.

1. Committees of the board meet as needed, depending on the committee.
2. Directors are expected to attend an annual one day board retreat.
3. Board members are expected to financially sponsor the major events of the Council and are encouraged to participate in those events.
4. **General Qualifications**

Each board member should have each of the skills or attributes described below:

Organizational History, Mission and Ethics

1. Possess an understanding and appreciation of, or a willingness to learn the history and mission of the HMSDC.
2. Demonstrate high ethical standards and integrity in your personal and public conduct.

Knowledge and Experience

1. Possess knowledge of (or willingness and ability to obtain knowledge of) supplier diversity and minority business development to enable the individual to be an effective board member including the ability to comprehend and ask relevant questions regarding materials routinely provided to the board on HMSDC operations and plans.
2. Possess experience in mission, business, professional, or volunteer positions that will enable him or her to provide useful insights into various matters addressed by the board.
3. Have current or recent prior service on other nonprofit or for-profit boards; service in a management position of an organization of comparable size or with other characteristics similar to HMSDC; other comparable experience; or the willingness and ability to quickly learn and apply principles and practices of corporate governance as required to be an effective board member.
4. **General Expectations and Responsibilities**
5. Have the ability to participate effectively in board meetings, including articulating and responding to alternative viewpoints through effective communication.
6. Be willing and have the ability to devote the time required to be an effective board member, including serving on one or more board committees; serving as a liaison to one of HMSDC’s standing committees; preparing for board and committee meetings through advance review of meeting materials and attending all board and committee meetings in person or via skype when necessary.
7. Commit to attend annual events designated for board members, such as the annual board retreats, social functions designed to integrate the board and acquaint board members with one another, and other MBEs as requested.
8. Be willing to participate in periodic board member self-evaluations and annual board evaluations, and be open to constructive criticism on performance as a board member.
9. Adhere to HMSDC policies applicable to board members, including maintaining the confidentiality of HMSDC information and conflict of interest disclosure procedures.
10. Support the philanthropic goals of the HMSDC.
11. Be willing to consider new ideas and changes in historic practices, consistent with mission, principles, and values of HMSDC.
12. Possess the ability to make independent decisions, unencumbered by material conflicts of interest.
13. Be committed to promoting certification of MBE companies and understanding the needs of the MBEs served by HMDSC programs and services.
14. Commit to active participation in board work, meaning preparing for each meeting and actively engaging in discussion at board meetings.
15. Consistently act in good faith and in a manner which reflects the best interests of the HMSDC and the communities it serves.

**Questionnaire of Board Nominees**

Houston Minority Supplier Development Council

Board of Directors

Candidate Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell: \_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title/Position in Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What do you think you can contribute to the HMSDC Board of Directors?
2. Knowing that a Board position does not get you any business, how much time monthly are you willing to spend at Board meetings, special task force meetings, retreats, ad hoc meetings, committee meetings, events, etc.?
3. How often do you interact with other minority-owned businesses? Which groups and in what capacity? Please list leadership positions.
4. Do you transact business with other minority-owned businesses? Please be specific indicating name of supplier and dollar amount spent per year with each.
5. List 3 major issues facing minority businesses and possible solutions?
6. In your opinion, what areas of training do the minority-owned businesses need?
7. What areas of training do you feel the council staff needs?
8. What areas of training do you feel the corporate members need?
9. In your opinion, why should corporations or government do business with minority-owned businesses?
10. How actively are you involved in HMSDC? Please be specific.
11. What else should HMSDC be doing and why?
12. What programs should HMSDC drop and why?
13. What should the dollar cost of MBE membership in HMSDC be versus the value received?
14. What is your vision for HMSDC in five years?
15. How will your participation on the Board benefit you and/or your company?

**Additional Submission Documents:**

1. Letter expressing interest in serving on the board of directors of HMSDC.
2. Personal resume of candidate.
3. Capability Statement of Firm.

**NOTE: LETTERS OF RECOMMENDATION ARE NOT ENCOURAGED**

Please complete and return to HMSDC Nominating Committee via email at [Ingrid.Robinson@HMSDC.org](mailto:Ingrid.Robinson@HMSDC.org).

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_