

Friendly Fifth Friday News

April 1, 2016

In an attempt to help our lodge leaders become more familiar with resources, changes, deadlines and other information, I will compile a weekly "Friendly Fifth Friday News" email to our leadership. Some of the information you might already have, but hopefully it will be a good reminder for all of us (me included) of all the great resources that Sons of Norway has to offer. **Please feel free to cut and paste any of this information for your lodge's use!**

Darlene Arneson, District 5 Secretary

An Updated District Calendar!

April 2016

- April 1- Deadline for lodges to submit bylaws and resolutions for District Lodge Meeting (send to Darlene Arneson)
- April 1- Bids for 2018 District Lodge Meeting and Convention deadline (send to Darlene Arneson)
- April 22-23- District 5 Board Meeting in Westby, WI
- April 30- District Bowling Tournament Ends. Send forms in by May 10 to District Sports Director

May 2016

- May 10- Bowling forms due to District Sports Director
- May 15- Deadline for filing the **990 form**
- May 17- Early registration deadline for **Masse Moro Norwegian Heritage Camp** to qualify for additional deductions in the cost of camp from the Draxten Fund.
- May 17- Convention related deadlines: Vendor tables, Information booths and Well Wishers

June 2015

- June 1- Convention related deadlines: Convention registration, volunteer forms, classes (genealogy, Hardanger, rosemaling and wire weaving)
- June 3- Convention related deadline: Folk Art Exhibit and Competition forms
- June 27- Balance due for **Masse Moro Norwegian Heritage Camp** registrations.

July 2016

- July 1- December 31- Cultural Skills Pin Contest
- July 17-30 - **Masse Moro Norwegian Heritage Camp** - Beaver Creek Reserve - Eau Claire, WI

Note:

- Check correspondence from the International and District and the International (www.sofn.com) and District (www.sonsofnorway5.com) websites for any updates and changes.
- Additional deadlines for the District 5 and International Conventions/Lodge Meetings will be added as those dates are established. Watch for future mailings and the District 5 website.
- The District 5 Convention will be June 22-26, 2016 at the Hotel Marshfield in Marshfield, WI. The convention is being hosted by the District 5 Board and a committee of local lodge leaders- Diane Hesselvan Dinter, Owen Christianson, Judy Ghastin and Dorothy Berg.
- The International Sons of Norway Convention will be August 22-27, 2016 in Tacoma, Washington.

District 5 Convention- Will your delegates consider running for the District Board? We have a number of positions and spots to fill!

**District 5
Nominating
Committee**

Jon Grinde	10 Newport Circle	Madison	WI	53719	madgrinde@sbcglobal.net	608-513-6434
Mary J Bennett	6414 Irving Dr	Sun Prairie	WI	53590- 8812	mjbenn4@gmail.com	608-837-8335
Thomas M Boudreau	8845 Holz Ln	Nekoosa	WI	54457- 7414	tsboud@hotmail.com	715-886-4514

What does a delegate do?

- Represents and speaks on behalf of your lodge on District business, resolutions, proposed changes
- Accepts your lodge’s recognition and awards
- Attends all delegate sessions, zone meeting (Saturday noon) and votes on behalf of your lodge
- May serve on a committee if asked to by the District President
- A delegate is the only member (along with current District 5 Board Members) that can run for the District Board (if a benefit member or if they purchase a benefit product at the convention).
- A delegate can run for a delegate spot for the International Convention (August 2016) in Tacoma, WA, if they are a benefit member or if they purchase a benefit product at the convention.
- Learn about Sons of Norway by attending workshops, visiting displays and visiting with other members
- Bring back many ideas, activities and enthusiasm that will benefit your lodge
- Report to your lodge about what they learned, business conducted and report on elections held at the convention
- Have a wonderful time and go home ready to carry out the mission of Sons of Norway!

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- The District 5 Convention is June 22-26 in Marshfield, WI.
 - Your delegates may be asked by the District President to serve on a committee. This would require them to attend committee meetings on the Thursday morning and afternoon (or until committee work is done and the committee is dismissed).
 - The opening ceremonies will be on Friday morning. **The first official business and seating of the delegates is also Friday morning and all delegates need to be in all sessions Friday and Saturday.**
 - As times and schedules are finalized, watch the District 5 website (www.sonsofnorway5.com) and future mailings for schedules and timelines.

What is a Benefit Member? Someone who owns a benefit product which includes: Whole Life, Single Premium Whole Life, Simplified Issue Single Premium Whole Life, Universal Life Insurance, Term Life Insurance, Children's Life Insurance, Annuities, Flexible & Single Premium Annuities, and Immediate Annuities.

Sons of Norway

Guidelines for Nominating Committees

***“Leadership Begins with the Nominating
Committee”***

An organization can be no more effective than its leadership. The Nominating Committee is a special committee and holds the key to a successful leadership team. Its responsibility is to present qualified nominees for office.

May 2015

**Nominating Committees for International Officers and
District Officers**

Background

At the 2014 International Convention in Jacksonville, Florida the following resolutions concerning Nominating Committees for International Officers and District Officers were adopted:

3.7.7 "Nominating Committee for International Director" to the Charter and Constitutions of Sons of Norway reads as follows:

The District Board of Directors shall elect a Nominating Committee of no fewer than three (3) and no more than five (5) members of the District Lodge. The purpose of the Nominating Committee is to identify, review and recommend eligible candidates for the election of the International Director. The Nominating Committee shall elect the Committee Chair from the elected committee members. No member of the Nominating Committee shall be a candidate for election as International Director. Candidates for nomination to the International Board of Directors shall be benefit members and must meet all eligibility criteria as set forth by the International Board. The Nominating Committee shall review the qualifications of the candidates and present them to the Lodge and place the candidates on the ballot.

Other procedures and deadlines of the nomination of candidates for International Director shall be determined by the district Lodge or District Board.

2.11.4.1 Officer Nominations and Director Nominations. All nominations for the International President, Vice President, Secretary, Treasurer or Director shall be submitted to the Nominating Committee no later than 45 days prior to the International Convention. All nominations shall cease at that time.

3.11.5.1 "Nominating Committee and Elections" reads as follows

Nominating Committee. The District Nominating Committee, as established by 3.7.7., shall identify, review, and submit eligible candidates for the election of District Lodge Officers and Directors. No member of the Nominating Committee shall be a candidate for election as a District Lodge officer or Director. Members of the District Lodge may submit candidates to the Nominating Committee as determined by the District Lodge. Candidates for nomination to the District Board shall be benefit members and must meet all eligibility criteria as set forth by the District Lodge.

The benefit member provision for District Board officers and directors shall not be required for countries, provinces, or states where Sons of Norway is not authorized to sell insurance. Other procedures and deadlines for the nomination of candidates for District Lodge officers or Directors shall be determined by the District Lodge or District Board.

Main Goal

The Main Goal is to seek a proper match between the skills needed to round out the International Board and the District Boards with interested persons who may have those requisite skills.

Strategy: To use any and all means at our disposal to find qualified, interested persons that are willing and able to serve as board members. Those persons must meet or exceed the established eligibility requirements as set forth by the Governance Committee of Sons of Norway. They must agree to meet the time commitments and any other requirements necessary to serve on the respective board.

Selecting the Nominating Committee

District Nominating Committee

- Consist of no fewer than 3 or more than 5 Members
- Elected by District Board (3.7.7)
- Committee may include current District Board Members and past District Board Members who are not candidates for election
- Only 1 member per Zone
- Nominating Committee election to be held by June 1st of non-election year..

International Officer Nominating Committee

- Consist of no fewer than 3 or more than 5 Members
- Elected by International Board of Directors
- Committee may include current International Board Members and past International Board Members who are not candidates for election
- Only 1 member per District
- Nominating Committee election to be held by June 1st of non-election year

Securing Candidate Names

How candidates are identified/recruited:

Publicize the position(s) available to all members of the organization and explain the application process and any established deadlines

- List the required qualifications for the position(s), as well as any desired attributes established by the Board.
- Explain the time commitment required for the available position(s), as well as any other special requirements determined by the Board.
- Seek out and encourage members who have previously demonstrated their leadership skills and commitment to the mission and goals of the organization.

The following chart identifies the various methods of communication that should be employed to publicize the positions available, to explain the application process and to identify and encourage members that might be a suitable match for leadership positions within Sons of Norway.

TOOL	WHAT ACTION	RESPONSIBLE	TIMELINE
Viking Magazine	Short Story - general information based on Nominating Committees & regulation compliance – pared down press release with links to job descriptions, application process	Governance Committee Chair and SONS Staff	September 2015
District Newsletters	Provide similar piece from Viking story and District Board can add items such as job descriptions, Nominating Committee contact information, where to get additional information, etc	District President, with contributions from District Board and Nominating Committee, Editor	Fall 2015 Newsletter
E-mail – personal contact	Identify candidates, contact potential candidates Ongoing leadership development and mentorship	District Board, Nominating Committee	3 rd & 4 th quarters plus ongoing one-on-one work (Could start as early as 2 nd quarter)
Word of Mouth – personal calls	Identify candidates, contact potential candidates Ongoing leadership development and mentorship	District Board, Nominating Committee	3 rd & 4 th quarters plus ongoing one-on-one work (Could start as early as 2 nd quarter)
Websites – District & International	Section on International website for nominations/elections Written piece on District websites on where information is and how to access International links	SONS Staff, District President & District Webmaster	By <u>August 1 2015</u>
District Board Meetings	1. Agenda item Spring 2015 to report on status of Governance Committee's compliance with new resolution:	International Director & District President	Spring 2015 Board Meeting Fall 2015 Meeting

	<p>a. Background - why this is happening - use news release</p> <p>b. Job descriptions and time commitments</p> <p>c. District Nominating Committee's criteria</p> <p>2. Agenda for Fall 2015 to review progress report from Nominating Committee</p> <p>3. Agenda for Spring Board Meeting in election year – to report on vetted candidates and plans for executing next steps</p>		Spring Board Meeting in election year
Local Lodge Officers, Boards	Search for candidates and submit recommendations to District Board/Nominating Committee, development of leadership and mentoring potential leaders	Local Lodge Officers	Ongoing
Visitations	Utilize opportunities to ask members of past leadership roles and workplace experiences Similar to Local Lodge Officers, Boards	Local Lodge, District, International Officers	Ongoing
Facebook, SONS Blog	Blog to report on improved Governance and Nominating Committees as approved by members at last convention with links to the SONS website for details on nominations and elections, (Will confirm if Facebook is viable venue)	Governance Chair, SONS Staff	Potential Blog for September 2015

Board Member Criteria and Desired Skill Sets

Because of recent legislative and regulatory changes and in accordance with best practices standards of good governance for fraternal benefit societies, it is important that Sons of Norway establish criteria guidelines for those seeking election as officers and directors to the International Board of Directors and to the District Boards of Directors.

A primary consideration for any potential candidate is whether or not he or she is able to commit to the amount of time and flexibility required to fulfill the responsibilities of service on the International Board. The time commitment could be up to 20 hours a week especially in a convention year.

General Attributes for Board Members

- Regulatory requirements, as applicable (Illinois Senate Bill 646, and NAIC Corporate Governance Annual Filing Model Regulation (Draft))
- Benefit member
- No felony convictions
- Flexibility
- Dedicated, disciplined
- Understands the mission
- Ethical
- Honest
- Competent
- Demonstrates wisdom
- Fair and impartial
- Accepts majority-ruled decisions
- Analytical
- Inquiring mind
- Decision maker
- Good communicator and listener
- Participatory, responsive
- Motivator
- Visionary - Creative thinker

Time Commitment for the Following

- Board Meetings
- Committees
- Lodge visitations/travel – ceremonies, education
- Legal facilitation and follow through
- Prep time
- Conventions
- Personal development – education regarding SON business/policies/procedures – time required for meeting prep
- Length of term of service
- Other duties

Education and Experience

- Personal development and education
- Professional background and experience (Education & Training)
- Fraternal experience
- Business experience - Insurance, Finance, Investments, Real Estate
- Accounting
- Legal
- Information technology - computer knowledge and skills
- Marketing/Advertising
- Management skills
- Leadership skills
- Project management experience (chair and ad hoc positions for teams/groups)
- Teamwork experience
- Interpersonal skills
- Strategic planning experience

Selecting Candidates By Nominating Committee

The Nominating Committee should:

- Evaluate the needs of the whole Board; identify weak spots or particular needs and find the best candidate to fill those needs
 - Seek a balanced representation of relevant experience and skill sets
 - Seek diversity in the skills and abilities of the whole Board
 - Seek board composition that would represent a broad spectrum of thoughtful members with a wide range of experience and diverse problem-solving abilities
- Evaluate candidates in view of expected vacancies in the Board committees and in committee chairperson positions - identify candidates who have the necessary qualifications to fill the expected vacancies

Evaluating the Candidates The Nominating Committee is not to endorse a candidate but rather to review the candidates' credential as they compare to the position requirements.

- The Nominating Committee should review the International Board Member Criteria and Desired Skill Sets.
- The required skill set of the International Board will be fluid due to International Board member turnover. As such it is imperative that the necessary skill sets be evaluated and weighed vs the available skill sets wherever possible.
- The Nominating Committee should meet periodically (in person, by phone, Skype etc.) to review the list of candidates. If there are no candidates for a particular position recruiting efforts should be intensified.
- Identify those members of the Nominating committee who have experience with exploratory conversations. Such person(s) will provide additional training to all committee members if necessary.
- This process should be factual (e.g., experience) and behavioral (e.g., is the person a "fit" for the position and the Order). If possible, the conversation should include two members of the Nominating Committee.
- An evaluation matrix should be used during the conversation. Nominating committee members on the call should regroup immediately after the conversation to compare their

impressions.

Interview Questions

The following are some sample questions that the Nominating Committee may draw upon while conducting interviews. The questions are optional and merely a guide to help generate and maintain conversation where necessary.

Initial Questions – **Note:** Review the candidates Application and note responses related to why the candidate is applying and why he/she thinks they have the experience necessary for the position, in other words, what do they bring to the table?

1. Why are you applying for this position?
2. Tell us about your leadership roles in the Sons of Norway as well as other organization, e.g., church, work, other interests.
3. Can you tell us about an occasion where you needed to work with a group to get a job done? What was the outcome?
4. Tell us about any new ideas you have made at the lodge/District or other organization. What was the outcome?
5. Tell us about your community service/volunteer work and describe the outcomes for which you feel most gratified?
6. Now that you know the position requirements, is there any reason you could not fulfill the responsibilities?