

**FINAL REPORT OF THE
NABC 2011 CHAIRPERSON NOMINATING COMMITTEE**

**SUBMITTED TO THE
BOARD OF DIRECTORS, SANSKRITI**

July 21, 2009

REPORT OF THE NABC 2011 CHAIRPERSON NOMINATING COMMITTEE

Executive Summary.

NABC 2011 Chairperson Nominating Committee (Committee) was formed by the Sanskriti Board of Directors (BOD) for the purpose of nominating candidates and ultimately selecting the Chairperson for NABC 2011, from among the Sanskriti community members. The committee was composed of all current BOD, Chairman of the Community Council, Chairman and all Vice Chairmen of 2004 NABC Committee.

Committee developed a set of procedures for the nomination and selection process including criteria for evaluation of candidates. Committee invited nomination of candidates from all members of the community and received four names, of which three withdrew their names, leaving only one candidate: Rama Saha. Committee reviewed Ms. Saha's qualifications against the criteria set for that purpose, and **unanimously recommended Rama Saha to the Sanskriti BOD, for the 2011 NABC Chairman's position.**

REPORT OF THE NABC 2011 CHAIRPERSON NOMINATING COMMITTEE

Introduction

In May of 2009, a committee was formed by the Sanskriti BOD for nomination of candidates and selection of a Chairperson for the Banga Sammelan (NABC) that is being hosted by Sanskriti in 2011. This committee, titled NABC2011 Chairperson Nominating Committee (Committee), was given the task of developing a process and procedure for nomination of candidates and of selecting a candidate for the Chairperson's position. The process was to be objective, unbiased, transparent and fair.

Committee Composition

The Committee was composed of the current BOD, current Chairman of the Community Council, Chairman and all Vice Chairs of the 2004 NABC held by Sanskriti.

Specifically, following were the members of the Committee:

Rama Saha	Sikhindra Mitra
Manoj Sircar	Asok Motayed
Jayasree Basu	Kalobaran Bhattacharya
Partha Chaudhury	Goutam Gupta
Nandita Dasgupta	Somnath Som
Kamal Datta	
Partha Mukherjee	
Pranab Mukhopadhyay	
Sankar Saha	

Asok Motayed was selected as Chairman of the Committee.

Procedures, Criteria & Schedule

At the very outset, the Committee developed a set of procedures for guiding its operation and discharging its duties and responsibilities in an objective and consistent manner. It also developed sets of criteria for evaluation of various candidates' qualifications for the position of Chairperson. Further, the Committee identified specific tasks and their schedules so that the final selection would be completed by July 25, 2009.

Appendix I to this report includes the procedure, criteria and schedule discussed above.

Committee Proceedings & Recommendation

After development of the procedures and evaluation criteria in a collective manner, the Committee invited names for the NABC 2011 Chairman's position. Invitation was sent by email to all community members on Sanskriti's broadcast email system's address book. A copy of the invitation is included in Appendix II.

In response to committee's invitation, a total of four names were received:

Rama Saha
Asok Motayed
Kalobaran Bhattacharya
Buddhadev Pal

Since Asok Motayed and Kalobaran Bhattacharya had already expressed their clear unwillingness to be considered for the position, their names were removed from the list of candidates. Remaining candidates were contacted to obtain their consents. Buddhadev Pal at that stage requested to have his name withdrawn in favor of the other candidate and was not willing to be considered for the position. Rama Saha therefore was the only candidate at that point.

In the final meeting of the committee held on 7/18/09, the committee examined the entire procedure and was unanimous in expressing satisfaction with the objectivity, transparency and inclusiveness of the process and did not feel that there was any need to expand or extend the Committee's work.

Committee (with Ms. Saha recusing) then evaluated Ms. Saha's qualifications using the criteria developed, and **unanimously resolved to recommend to BOD Rama Saha's selection as the Chairperson for the 2011 NABC.**

The Committee sent an email to all members of the community advising them of the results of committee's action. Appendix III includes the text of the announcement.

Committee Status

With the submission of this final report to the BOD, the Committee, having satisfied its charges, is dissolved, except that it will be available to respond to any questions or concerns that there may be regarding its proceedings and findings.

APPENDIX I

SANSKRITI 2011 NABC CHAIRMAN NOMINATING COMMITTEE (NOMCOM)

ACTION PLAN AND PROCUDURES

A. Goal:

To assist Sanskriti in selecting the leadership of NABC2011 in a fair, transparent and effective manner.

B. Objectives:

- To develop the process and procedure for nominating the Chairperson of Sanskriti's 2011 NABC Committee.
- To implement the developed process/procedure to identify suitable candidates for nomination.
- Recommend to Sanskriti the most suitable candidate for nomination as Chairperson/president of 2011 NABC.

C. Process:

The process for selection of candidates for the 2011 NABC Chairperson's position must be: **transparent, fair, inclusive, objective and practical.**

In order to avoid any appearance of conflict of interest, if any NomCom member is considered for nomination, he/she should be excluded from voting on selection issues.

D. Procedure:

1. Solicit from: (a) Sanskriti membership at large (b) Nominating Committee members and the (c) Board of Directors, the names of candidates who in their individual opinion fully meet or exceed the qualifications criteria.
2. NomCom Chairman compiles a list of all names proposed from the combined sources.
3. The list is reviewed to exclude clearly unmeritorious candidates who fail to meet the exclusionary criteria (section E.)
4. Each NomCom member makes an assessment of all remaining names using the Basic Qualifications Criteria (section F) in an objective manner. (A weighting-Scaling technique or Delphi method may be used to ensure objectivity, if deemed

necessary). The end product of this stage of assessment will be to establish a short-list (2 to 4) of candidates.

5. All NomCom members further review each of the short listed candidates using the Final Selection criteria (section G) and select the candidate for nomination. NomCom's intent will be to nominate the candidate in an unanimous manner; however if in the Committee's opinion such agreement is not likely, the candidate will be selected by voting among NomCom members or other means deemed appropriate by the committee.

E. Exclusionary Criteria:

Not a Sanskriti Member

Not a resident of the community for more than 2 years

Past history of community activities of divisive nature

No proven experience in organizational activities

No leadership experience in community activities

F. Basic Qualifications Criteria:

Community Participation (10%):

The candidate must be active and/or supportive of community activities through participation in community functions and programs.

Personal Integrity (10%):

The candidate must be perceived as a person of integrity by the community.

Dedication (time, effort) (15%):

The candidate must be willing and able to work extended hours and sacrifice personal.

Leadership Ability (20%):

People Skill

Listening Ability – Open Minded

Diplomatic Skill – level headed and tactful

Build Rapport

Arbitration and Mediation Skill

Communication Skill

Motivational Skill

Fairness and Balance (10%):

The candidate must be perceived as fair and balanced.

Competence (25%):

Planning and Organizing Ability

Financial Management Ability
Experience in Event Management
Decision Making Ability – Quality of Judgment
Professionalism in Approach

Commitment to Inclusiveness (10%):

Must be genuinely committed to democratic principles and inclusiveness.

G. Final Selection Criteria:

- Popularity (25%)
- Stature in the Community (25%)
- Past NABC/Similar Organizational Experience (25%)
- Personality (25%)

H. Schedule:

Comments on the Procedure/Action Plan by NomCom Members -- by June 20

Finalize Procedure/Action Plan (by AM)	-- by June 21
Email solicitation of names from Sanskriti members, BOD and others	-- June 22
Receipt of names for nomination as Chairman	-- July 1
Preparation of composite list of candidates	-- July 2*
Preliminary Assessment using Exclusionary Criteria	-- July 5
Secondary Screening of Candidates Using Basic Quals Criteria (Short listing)	-- July 18*
Final Assessment and Selection of Candidate	-- July 25*

* Committee Meeting

APPENDIX II

EMAIL SOLICITING NAMES FROM COMMUNITY

"Dear members:

As you know, Sanskriti is planning to host the Banga Sammelan again, in 2011. In order to select the Chairman/President of the 2011 Banga Sammelan Committee, Sanskriti has formed a Nominating Committee whose function is to develop a procedure for soliciting names and ultimately nominate a candidate for that position. The Nominating Committee is composed of all BOD members, Chairman and all Vice Presidents of 2004 Banga Sammelan Committee and Chairman of Sanskriti's Community Council.

The Nominating Committee is now soliciting names of candidates that you might want to propose for the position of Chairman of 2011 Banga Sammelan. You can propose anyone's name who you think will be a good candidate for the position, but please obtain his/her concurrence before you do so.

Also, please bear in mind that among the many demands that will be placed on the Chairman, demands of time will be of utmost severity. So the candidate must be willing and able to dedicate a great deal of his/her time to NABC affairs, on weekdays as well as on weekends, during the greater part of next 2 years, and the last 12 months before the conference, in particular, at significant personal sacrifice.

Proposing your own name is also acceptable. Please email the name to : AsokM@aol.com, with the email addresses of both you and the candidate.

The Nominating Committee will evaluate each of the proposed names against a set of criteria developed for the purpose and will recommend to BOD the individual(s), who in the Committee's opinion, should be nominated for the position and should be presented to the members for confirmation.

Last date for receiving proposed names is July 1, 2009.

If you have any questions or need additional information, please email me or call me at 301-529-1249. Thank you.

Asok Motayed

For 2011 NABC Chairperson Nominating Committee, Sanskriti"

APPENDIX III

EMAIL ANNOUNCING COMMITTEE'S RECOMMENDATION

Hello All:

As you may know, a committee was formed by the Sanskriti Board of Directors (B)D) for nomination and selection of the Chairperson for the Banga Sammelan that Sanskriti is planning to hold in 2011. This committee was composed of the members of BOD, Chairman of the Community Council, Chairman and all Vice Chairmen of the 2004 NABC Committee.

The Nominating Committee invited nominations for the Chairperson's position from all members of the community and received, from varying number of members, a total of four (4) names. Two of these individuals were unwilling to be considered for personal reasons. Of the remaining, one withdrew in deference to the other candidate, leaving only one candidate. The candidate remaining for consideration was Rama Saha.

In a meeting on July 18, 2009, the Nominating Committee discussed the candidature of Rama, the only candidate remaining at that time, and unanimously agreed that Rama meets the qualifications and criteria that the committee had set for evaluation of the candidates. As a result, the committee unanimously decided to recommend to Sanskriti BOD selection of Ms. Rama Saha as the Chairperson of the 2011 NABC Committee.

The Nominating Committee will submit its full report to BOD in a few days. We believe, its process and procedure were consistent with the charter given to it by BOD and those were fully objective and transparent. We will be happy to address any questions or concerns that any member may have regarding its operation and the criteria it had set for evaluation of candidates. The Nominating Committee, after submission of its report, and fulfillment of its mission, will cease its operation.

I know you all will join me in congratulating Rama, assuming that the BOD will accept our recommendation.

Thank you all for participating in this process of selecting our leader for NABC 2011.

NABC 2011 Nominating Committee
Asok Motayed, Chairman