



BOARD RESOURCE REFERRAL POLICY FOR INSTITUTIONS OF HIGHER EDUCATION AND MEDICAL FACILITIES

In alignment with the stated mission of The Forum of Executive Women (“FOEW” or “The Forum”) to further the advancement of professional women in Philadelphia and beyond, the Women in Executive Leadership and Governance Committee (“WELG”) has launched a new initiative to promote Forum Members on the boards and related committees of institutions of higher education and medical facilities (“Boards of Eds and Meds”). Additionally, WELG has created the Boards of Eds and Meds Committee that will oversee the initiative, review candidates and report directly to WELG. The Boards of Eds and Meds Committee shall consist of a minimum of two (2) members of WELG.

Consistent with The Forum’s existing practice and procedures under the Board Resource Referral Policy regarding board seats on public companies and other organizations, The Forum periodically receives information about opportunities to serve on boards and committees of institutions of higher education and medical facilities.

The Forum Office, WELG Members, Forum members, and Forum staff may learn of opportunities to serve on Boards of Eds and Meds through proactive outreach or through opportunities sent to The Forum. The Forum Office will inform the membership about such opportunities and ask Forum Members to carefully review and match their credentials against the stated search criteria. Additionally, the Boards of Eds and Meds Committee, WELG members, or Forum staff may, from time to time, reach out to Forum members they know to be appropriate candidates for these positions to encourage them to submit their credentials.

If, in a Forum Member’s opinion, her credentials are a match and she is interested in the opportunity, the Member will be asked to submit a *curriculum vitae* (board-appropriate), responses to any specific questions and/or request for supporting credentials, as detailed in the search announcement, and any additional information requested to The Boards of Eds and Meds Committee, by the designated due date (“Credentials”).

The Boards of Eds and Meds Committee will match the interested Forum Member’s Credentials against the specific criteria provided to The Forum Office and will only facilitate a connection when the candidate’s Credentials are, in the Committee’s opinion, consistent with the qualifications requested.

Once the Committee has identified qualified candidates, it will forward the names and Credentials of the candidates to Forum staff who will then share those Credentials with the person(s) or organization(s) that requested that the opportunity be shared with Forum members.

The Forum, WELG and the Boards of Eds and Meds Committee do not serve or hold themselves out to be search organizations. Additionally, The Forum only shares opportunities and possible connections with its membership.

Forum members and third parties who may become aware of opportunities to serve on Boards of Eds and Meds as a result of a communication from The Forum regarding such opportunities, are discouraged from submitting information or suggesting candidates directly to any requesting party on behalf of The Forum and, if they do so, will be submitting those candidates on their own behalf and not on behalf of The Forum.