

# Notice of Board Of Directors Recruitment

## Nomination Process and Expression of Interest Form for the Montgomery County Green Bank Board of Directors

This document outlines the process for an open and public recruitment to fill vacant positions whose terms will start on July 1, 2023 for the eleven-member Montgomery County Green Bank Board of Directors. The form to express interest is included at the end of this document. Please read through this entire document carefully.

**Candidates interested in applying must submit an expression of interest form by 5 pm January 31, 2023 to [hr@mcgreenbank.org](mailto:hr@mcgreenbank.org) with Subject Line: “Green Bank Board of Director Application”.**

### About the Montgomery County Green Bank

#### *Background*

The Montgomery County Green Bank (MCGB) was established in April 2016 under Chapter 18A of the Montgomery County Code, which authorizes the County government to designate a County Green Bank to promote investment in clean energy technologies. The MCGB was incorporated as a tax-exempt, nonstock corporation in the State of Maryland. More information about the MCGB, including a list of current Board Directors, is available on the MCGB website at: <https://mcgreenbank.org/>.

#### *Statement of Vision and Mission of the MCGB*

Vision Statement: A prospering, sustainable, and healthy Montgomery County where everyone participates in and benefits from clean energy and climate-resilient solutions

Mission Statement: To help Montgomery County achieve its climate goals by leveraging capital and innovative partnerships to make clean energy and climate-resilient solutions more accessible and affordable for all residents and businesses.

### The Board of Directors: Responsibilities

#### *Commitment and Contribution*

The success of the MCGB relies crucially on contributions of time, creativity, and vision from its Board of Directors.

### ***Board Responsibilities per Legislation<sup>1</sup>***

- Direct the program and strategy development, staff management, and regulatory compliance and finances of the MCGB;
- Adopt and amend bylaws as needed, noting that any proposed amendments to the articles of incorporation or bylaws must be submitted to the Executive and Council for review and comment;
- Comply with the Maryland Open Meetings Act;
- Adopt a work program each year to advance the policy objectives and perform the activities listed in Section 18A-44 of the Montgomery County Code, the Purpose of the MCGB; and
- Report annually on the activities and finances of the MCGB to the Executive and Council.

### ***County Law Requirements for Directors***

County law requires that:

- A Director may not be paid for service on the Board but may be reimbursed for necessary travel expenses;
- A Director is not subject to Montgomery County Code, Chapter 19A (Ethics) because of serving on the Board; and
- A Director who engages in legislative or administrative advocacy as part of that Director's duties on the Board is not required to register as a lobbyist under Article V of chapter 19A.

## **Filling the open Director Position**

### ***Appointment Process***

The Board has established a Selection Committee to review Director candidates that submit Expressions of Interest. The Board expects to make approvals of directors at its June 2023 Board meeting for Board members to start their service on July 1, 2023.

### ***Board Member Criteria***

Per the MCGB law, a Director should meet the following requirements:

- Be a resident of Montgomery County
- Offer substantial expertise, perspective, and/or counsel to the MCGB in **at least one** of the following ways:
  - Representative of a residential and/or low-income group;
  - Representative of an environmental organization;
  - Representative of a business organization;
  - Person with experience in clean energy investment and/or fund management;
  - Person with banking and lending experience; or
  - Person with experience in the finance or deployment of renewable energy and/or energy efficiency

---

<sup>1</sup> A full list of member and Board responsibilities, explicit permissions, and references is in Sections 18A-44 through 18A-50 of the Montgomery County Code.

[http://library.amlegal.com/nxt/gateway.dll/Maryland/montgom/partiilocallawsordinancesresolutionsetc/chapter18aenvironmentalsustainabilitynot?fn=altmain-nf.htm\\$f=templates\\$3.0](http://library.amlegal.com/nxt/gateway.dll/Maryland/montgom/partiilocallawsordinancesresolutionsetc/chapter18aenvironmentalsustainabilitynot?fn=altmain-nf.htm$f=templates$3.0)

In addition, the following are important considerations for selecting a Director:

- Diversity of Board membership;
- Experience in multiple areas identified above in a relevant combination;
- Experience in corporate governance, executive management, and/or prior board experience; and
- Including persons with technical or user experience in green buildings, renewable energy, transmission, electric operations, local/state/regional finance, and/or energy efficiency.

### ***Duration of Terms of the Board of Directors***

The Board typically asks Directors to serve a three-year term. A Director may stand for a second three-year term, subject to election by the Board.

### ***Disclosure/Conflict of Interest***

Interested individuals that are currently involved in the Montgomery County clean energy industry, energy efficiency industry, or other industry that will potentially do business with the MCGB should not volunteer to be a Director in order to avoid conflict of interest issues.

### ***Expressions of Interest***

Expression of Interest Form and CV/Resume: An Expression of Interest Form collecting basic contact information, and confirming the applicant's qualification per the legislative criteria will be required from each applicant. Each applicant must also submit a cover letter and CV/resume outlining their interest in the MCGB and the skills, expertise, and perspectives they would offer the organization. Submitting a form does not guarantee selection as a Director.

Disclosure of Potential Conflict of Interests: Applicants should complete the Conflict of Interest section as completely as possible, and may be asked to provide additional detail or documentation. Appropriate disclosures include any potential former or current conflicts of interest, including (among others) any direct business or financial conflicts that might impact *or appear to impact* future ability to perform fiduciary obligations as a Director.

Letters of Recommendation: Letters of recommendation are welcome and must be submitted by the same deadline as the Expression of Interest.

### ***Submission and Deadline***

All materials should be submitted electronically to [HR@mcgreenbank.org](mailto:HR@mcgreenbank.org) with Subject Line: "Green Bank Board of Director Application". If submitting a letter of recommendation on behalf of a candidate, please also include the corresponding applicant name in the Subject Line. Expression of interest submissions will be accepted until 5:00pm on January 31, 2023.

# Expression of Interest to Serve on the Board of Directors of the Montgomery County Green Bank

Applicants must complete the following form and submit it, plus a cover letter and CV/resume to [HR@mcgreenbank.org](mailto:HR@mcgreenbank.org) no later than January 31, 2023, at 5:00pm, Subject Line: “Green Bank Board of Director Application.” Letters of Recommendation may accompany your Expression of Interest form or also be sent to the above email address.

Questions can be directed to the same email address..

CONTACT INFORMATION	
Name:	
Home Address:	
City, State, Zip:	
Email:	
Phone Number(s):	

**Please indicate which of the legislated Board composition criteria you meet, for how many years, and provide a short description detailing any specifics or providing context to that experience.**

Complete descriptions under as many criteria as are applicable – fields are expandable and it is recommended applicants make their case in this section as clearly as possible, versus referring to a CV or cover letter.

COMPOSITION CRITERIA		YEARS
	<b>Representative of residential and low-income group</b>	
	<b>Details:</b>	
	<b>Representative of environmental organizations</b>	
	<b>Details:</b>	
	<b>Representative of business organizations</b>	
	<b>Details:</b>	
	<b>Experience in <i>clean energy</i> investment <i>and/or</i> fund management*</b>	
	<b>Details:</b>	
	<b>Experience in banking and lending</b>	
	<b>Details:</b>	
	<b>Experience in the finance or deployment of renewable energy <i>and/or</i> energy efficiency*</b>	
	<b>Details:</b>	

	<b>Details:</b>	
	<b>Experience in research and development or manufacturing of clean energy</b>	
	<b>Details:</b>	
	<b>Other experience relevant to the Montgomery County Green Bank and its purpose, operations, and activities; e.g. technical expertise in green buildings, energy efficiency or renewable energy; experience in corporate governance, executive management, and/or prior board experience.</b>	
	<b>Details:</b>	

\*The italicized additions are included per the strong recommendation of the Green Bank Work Group and may be proposed as legislative amendments.

<b>CONFLICTS OF INTEREST</b>
<b>Please list with a short description of each, any potential conflicts of interest, including (among others) any direct business or financial conflicts that might impact <i>or appear to impact</i> future ability to perform fiduciary obligations as Board Members of the Montgomery County Green Bank. You may be asked to provide additional detail or documentation.</b>
<b>Details:</b>

**I have read through the Nominations Process Document (attached) and the approved Green Bank law (Sections 18A-44 through 18A-50 of the Montgomery County Code) and am familiar with the purpose and goals of the Montgomery County Green Bank, the obligations of the Board of Directors and individual members, and submit this Expression of Interest form to be considered for a recommendation by the Selection Committee to serve as an initial member of the Montgomery County Green Bank Board of Directors. I understand submission of an Expression of Interest does not constitute a guarantee of recommendation or membership. I understand that serving on the Montgomery County Green Bank Board of Directors will require disclosure of financial, business, or personal matters that could pose a conflict of interest for my capacity as a member of the Board of Directors. I am aware and agree to the circumstances that any eventual membership will be governed by Bylaws that the initial Board of Directors will compile in order to seek designation by Montgomery County to serve as the County's Green Bank. I acknowledge my best understanding and agreement to these statements by signing below.**

<b>Printed Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	