

Nominating Committee

FUNCTION:

To nominate candidates for officers, directors, and nominating committee members. To present the slate to the congregation at the annual meeting of the congregation.

DUTIES:

1. Develop and organize a committee binder with descriptions, responsibilities, and duties of each committee position.
2. Print candidate information in *Venture*, and display poster and photos for congregation.
3. Gather biographical information of potential candidates.
4. Chair meets with Board, Minister, and Director of Religious Education to:
 - a) Determine what issues will be faced in the next one to three years
 - b) Determine what skills, backgrounds, and interests they would welcome in new Board members
 - c) Ask for recommended candidates for Nominating Committee
5. Through *Venture*, request from congregation suggestions for nominees for Nominating Committee consideration.

ORGANIZATION:

1. The Chair is appointed by the Board from among the members of the church, for a term of two (2) years.
2. In the event of a vacancy, the Chair will be filled by the Committee and approved by the Board.
3. The Committee will be comprised of six (6) members, including the Chair.
4. Committee members are selected by the Nominating Committee to serve a two-year term, renewable once.
5. The Chair or a designee represents the committee at Program Council meetings.

MEETINGS AND REPORTS:

1. A list of committee members will be submitted to the Board and church office each September.
2. The committee will meet in September, January, and April, with additional meetings scheduled as needed.
 1. Minutes of each meeting are prepared and distributed to committee members and the church office.
 2. Regular reports on Committee activities are to be made to the Program Council.
 3. An annual budget will be submitted to the Finance Committee in the month of January, unless otherwise directed by the Board of Directors.
 4. An annual report will be submitted in May for the annual meeting in June.