Prairie Circle Unitarian Universalist Congregation

Nominating Committee Chair

Job Description

* Ensure the Nominating Committee is maintained with three to six members, each completing a two year term
* In cooperation with the Board, determine the Board openings for the upcoming year (best done in January)
* Review the running list of people previously approached regarding service on the Board;
* Develop a list of appropriate nominees. Guidelines include:
  + Members of the congregation (excludes Friends),
  + Don't travel out of town regularly
  + Intend to be in the area for the entirety of the two year term;
* Approach potential nominees a couple at a time to determine eligibility and interest (February and March) until open positions are filled;
* Consider offering those who turn down Board service an opportunity to serve on the Nominating Committee
* Find nominees for the Nominating Committee (selling point - the Nominating Committee is only active for a couple months each year)
* Propose slate of Board and Nominating Committee candidates to the Board for approval (end of March), and then to the Congregation at the annual meeting (end of May / early June)
* Maintain and update the running list of people who have been asked to serve, with notes on their response in case they may be open to service in the future
* Update the Board and Nominating Committee list, to include term expiration dates (after Annual Meeting)
* Hold regular meetings to uphold the functions of the Nominating Committee