

## UURMaPA Nominating Committee Job Description

- 1.) The five-member nominating committee is elected by the membership. The bylaws spell out terms of office.
- 2.) The committee will:
  - a. Select one member to serve as Chair for the coming year (beginning 2021). Notify the President (Board Liaison) of that selection.
  - b. Maintain and update historic record of Board terms of office (posted on website).
  - c. Determine which Board positions are up for elections in the coming year.
  - d. Write article for Fall *Elderberries*, inviting nominations for the next round of Board vacancies.
  - e. Determine if Board members currently serving wish to be re-nominated for another term, if eligible.
  - f. If possible, attend at least one UURMaPA conference per year – an opportunity to become acquainted with member attendees.
  - g. As tools for candidate selection, access and utilize past conference attendance lists and membership donor lists (from up to four past years) as indicators of interest in UURMaPA involvement.
  - h. Arrive at a list of possible candidates, then begin making calls.
  - i. Submit all selected nominations to the Board for consultation, with information about the qualifications of each nominee. If the Board raises concerns regarding any nominee, these will be reviewed and considered by the Nominating Committee. Final decision of the slate remains with the UURMaPA Board.
  - j. Write article for *Elderberries* announcing nominations for Board positions.
  - k. Ask new incoming Board members to write bio with photo for Spring *Elderberries* and for the website.
- 3.) It has been the practice of the Nominating Committee to keep in mind a balance of ministers and partners, male/female members, and geographical location when making a nomination.

*5/21/15 – By Chris Backus, Chair, and Nancy Doughty, Past Chair, Nominating Committee*

*12/01/19 – Revision by Judy Gibson, past Secretary and present member of Nominating Committee.*