

First Unitarian Church Committee Description

Name of Committee Nominating Committee

Mission To solicit and present to the Congregation a slate of candidates to run for the Board of Trustees

Responsibilities To further this purpose, Committee Members shall

1. Determine the number of candidates needed for the coming year.
2. Create a list of potential candidates based on skills needed to lead the Congregation in its visioning and governance. Confer with Church Council/Board members and staff, as necessary, to help in developing a comprehensive list of Board candidates.
3. Prioritize the list if it is larger than requirements.
4. Obtain agreement from the desired number of candidates.
- ~~5.~~ Make known to the Congregation the slate of candidates no later than 45 days prior to the May congregational meeting per constitutional requirement.
- ~~6.~~ Solicit information and write biographies for each candidate, and disseminate them to the congregation.
7. Present slate to the Board of Trustees for inclusion in the spring congregational meeting. Assist with balloting, etc. as requested.
8. Identify emerging leaders from the Congregation for consideration in future slates.
9. Meet with new Nominating Committee members to review processes and information.

Last reviewed 4/7/10

First Unitarian Church Position Description

Position Name **Chair, Nominating Committee**

Purpose of Position *To facilitate meetings of the Nominating Committee and supervise Nominating Committee members and other volunteers in implementing the work of the Nominating Committee*

Responsibilities

1. Attend and facilitate the flow of required meetings of the Committee
2. Create an agenda and distribute it before each meeting
3. Maintain an awareness of Board Position Descriptions and number of candidates needed

Qualifications

1. Ability to run a meeting and delegate responsibilities
2. Awareness of church leadership requirements
3. Some supervisory skills
4. Awareness of constitution and bylaws requirements electoral process

Amount of Time Required

1. Meetings – 2-3 meetings, 1-2 hours each
2. Coordination with Board – 1-2 contacts
3. Candidate solicitation discussions – 4-6 hours

When

As scheduled, beginning in January

Training Provided

Mentoring and orienting by previous chair

Support Provided

Budget, Board assistance

Last reviewed 8/31/09

First Unitarian Church Position Description

Position Name **Committee Member, Nominating Committee**

Purpose of Position To serve the functions of the Committee in a leadership capacity

Responsibilities

All members share in Committee responsibilities

Qualifications

1. Interest in and some ability to address the needs of church membership
2. A sensitivity to who is available and their skills
3. Ability to take a leadership role in recruiting volunteers
4. Awareness of constitution and bylaws requirements related to electoral process

Amount of Time Required

1. Two hours per meeting
2. As scheduled, beginning in January
3. 2-6 hours telephoning candidates

Training Provided

Orientation for new members and mentoring by second- and third-year members

Last reviewed 8/31/09