

## **NOMINATING COMMITTEE:**

Composed of two or three members including one chairperson

Timeline: Committee appointed by March meeting. Slate of Officers presented for vote at May meeting.

Executive Board requests or appoints a chairperson.

The committee is composed of an additional one or two members-at-large and the chairperson.

Responsibilities: Confirm what Board members (including Committee Chairs and Co-Chairs are eligible to serve an additional term or terms and if they are interested in doing so.

Create a list of positions that need to be filled.

Ask for recommendations from the Executive Board for potential officers and Committee Chairs.

Ask the general membership if there are those who are willing to have their name put up for nomination and for which positions.

Personally call each candidate and have a copy of the job description available for them. Ask them to consider serving and tell them you'd like an answer by a certain date. Ask if they would contact you or prefer that you contact them.

Prepare a completed slate of nominees including those who will renew their terms. Send this information to the Guild President who will present it to the membership for approval.