

NOMINATING LEAGUE LEADERS

JOB DESCRIPTION: NOMINATING COMMITTEE CHAIR

OBJECTIVES: To provide a slate of nominees for officers and directors for approval at the annual meeting.

RESPONSIBILITIES:

1. Chair the nominating committee.
2. Be familiar with League job descriptions, board responsibilities and the League's nonpartisan policy.
3. Provide opportunities for League members to suggest possible nominees. With other members of the committee, solicit additional suggestions through personal contacts and attendance at League functions.
4. With other members of the committee, review names provided and obtain additional information regarding possible candidates, if necessary. Oversee the preparation of a slate of possible nominees.
5. As a courtesy, report proposed slate of nominees to the board; the board does not act on the proposed slate.
6. Report proposed slate to the members, meeting the deadlines imposed by the bylaws.
7. Present proposed slate of nominees to the annual meeting.
8. Maintain records to be used in the filling of board vacancies as they occur and to be passed on to the succeeding nominating committee.

The work of the Nominating Committee is the most important job in the local League. Your committee's recommendations can:

- Determine your League's future - for the next several years to come;
- Introduce new faces, new ideas, a spirit of creativity and diversity;
- Confirm a system of leadership development;
- Send a message - "This board is open, vital, moving forward";
- Announce - "There is no ownership here"; and
- Say - "We want you, the membership, to participate."

COMPOSITION OF THE NOMINATING COMMITTEE

The committee is responsible to the League membership as a whole rather than to the board. The size and composition is set forth in the local League bylaws. The majority of the members, including the chair, are elected by the membership at the annual meeting and the remaining members are appointed from the board after the annual meeting. The Committee chair is an off-board position. The League president is not a member of the nominating committee, even in an ex-officio capacity.

Members of the nominating committee should be objective, realistic but persuasive, and have the ability to analyze people and their talents. They should understand and be able to explain the responsibilities of a board member and how the League functions. They should be clear about the local League's nonpartisan policy and League positions. It is each member's responsibility to

attend some board meetings, all committee meetings, to accept responsibilities requested by the chair and, above all, to respect the confidential nature of the committee's business.

Preliminary Responsibilities of the Chair:

Prior to the calling of the first committee meeting, the chair should:

1. Obtain the list of offices to be filled from the president. The expiration dates of each position are important, especially where unexpired terms are to be filled.
2. Draw up a time line for the committee's work, starting with your annual meeting and working backwards. Be sure to check your local League bylaws for deadlines.
3. Get the portfolio from your predecessor to learn whom the committee considered last year, who said, "wait one more year," suggestions (positive/negative). Remember, all information is confidential.
4. Be familiar with local League bylaws, job descriptions, current/past board lists, League membership roster. Lists of leadership persons from schools, local church groups, clubs and civic organizations can be helpful.
5. Share these resources with committee members before the first meeting.
6. Speak with the president and membership chair to learn as much as possible about the persons with whom they've worked, the membership chair is an asset to the nominating committee because of her knowledge about the current members and her many contacts in the community.
7. Attend board meetings; become familiar with board responsibilities, individual capabilities and the way the board works as a whole.
8. Request suggestions from the general membership at meetings, through the bulletin; give names, telephone numbers of all committee members so they may be contacted about potential candidates.

Suggested Steps and Timetable - At the committee's initial meeting:

1. Establish guidelines; i.e., confidentiality of information, the protection of the nonpartisanship of the League, goals of leadership development, diversity.
2. Set the timetable for the committee's work and restate the expectations for participation of all members.
3. Assesses the strengths and weaknesses of the current board.
4. Discuss characteristics the committee should look for to compliment the current board profile; i.e., strong leadership/less controlling leadership, balance between younger, more experienced members, diversity, etc.

Above all, do some dreaming; set your goals on dynamic, creative community leaders who can enhance the League with their abilities: set high expectations for the board of the future League.

The selection process:

List all the individuals the committee would like to consider for board positions and their possible roles. Although the nominating committee doesn't select persons to fill portfolios, it is essential to have key individuals capable of handling the most vital League positions; i.e., issues, voters service, membership. (These may, traditionally, be vice presidential roles in some Leagues.)

1. Pragmatically, start at the top if you must find a new president or with an executive position which will be most difficult to fill.
2. Discuss strategies for approaching a series of candidates in a sequence which will not unduly impede the ongoing work of the committee.
3. Decide how prospects will be approached and which committee member might be the strongest advocate. The chair does not have to ask each prospect to serve.
4. When offering a position to a candidate, outline the duties; don't undersell the responsibilities but be positive. Stress the fact that each position can offer a good learning experience, that the League is fun and is the basis of lasting friendships.
 - a. Remain positive, upbeat; don't let a candidate flatly say "no." Offer to meet with them; suggest they talk with the current president or a board member; give them time to think it over and plan a return call.
 - b. You may disclose the names of individuals who have agreed to serve but don't discuss potential prospects.
 - c. Candidates who have refused to serve should be urged to keep the offer and their refusal confidential.
5. Proceed working until the committee has a completed balance slate.

Presentation of the Slate

The completed slate is announced by the chair at the board meeting prior to its publication in the bulletin. Local League bylaws establish the timing for publication of the slate, in relation to the date of the annual meeting.

The committee chair presents the slate to the membership at the annual meeting. Alternate candidates/slate may be nominated from the floor at the annual meeting according to the process described in the local Leagues bylaws.

Maintaining Committee Records

An annual record should be maintained containing:

- List of positions to be filled and dates of terms;
- Names of the committee members;
- The League bulletins soliciting names of potential candidates and the announcement of the proposed slate;
- A listing of those candidates approached and their reasons for refusal; and
- Do not record confidential information.

Following the annual meeting, the nominating committee files should be completed and turned over to the new chair to be used throughout the coming year, at the president's request, to suggest names of vacancies due to resignation or reassignments.