

# Nominating Committee Member

## General Description:

The Nominating Committee is responsible for recruiting individuals to serve on the Docent Society Executive Board. The Nominating Committee consists of three Docents who are appointed by the Docent Chairperson at the September Docent meeting. It is recommended that the Nominating Committee include at least one Docent who has served on the Docent Executive Board.

## Duties:

1. Select the Nominating Committee Chairperson at the first meeting of the Nominating Committee. The Chairperson is responsible for coordinating all activities listed in this job description.
2. Seek out potential candidates from appropriate sources including the Docent/Volunteer meeting at which open positions can be described and volunteers solicited.
3. Generate a list of all interested individuals.
4. Contact potential candidates to determine interest and send a relevant position description, as appropriate.
5. Select final nominees.
6. Meet with Director of Operations to ensure support for nominations.
7. Arrange for election of new Officers at the November Docent/Volunteer meeting, with voting open to active Docents only.
8. An 'Installation of Officers' ceremony may be performed at the January Docent/Voluntary meeting.

## Specific Skills:

1. Ability to positively and effectively work in a group
2. Excellent communication skills
3. Knowledge of Docent Officer and Coordinator positions
4. Familiarity with current Docents

## Time Required:

1. 6 hours in September and October
2. Approximately 12 hours for Nominating Committee Chairperson

## Term:

*Two years.*

# **Revised:**

*Revision Date: 03/27/2018*