

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 annually by the Docent Chairperson at the September Docent meeting.

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. Solicit input on potential candidates from appropriate sources including the Docent/Volunteer meeting at which open positions can be described and volunteers solicited.
3. Meet with committee members to generate a list of all interested individuals.
4. Contact persons on the list of potentials to determine their interest in a position. Send a position description as appropriate.
5. Collaborate with Nominating Committee members to select final candidates and meet with Director of Operations to ensure support for nominations.
6. Arrange for election of new Officers at the November Docent/Volunteer meeting, i.e. put election item on the agenda, arrange for a volunteer to hold the election, etc.
7. While not required by the Docent Operating Regulations, an 'Installation of Officers' ceremony may be performed at the December Docent/Volunteer 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
5. Willingness to take on increased responsibility

Time Required:

1. Six hours in September and October
2. Approximately twelve hours for Nominating Committee Chairperson

Recommended Term:

Two years

Notes:

- Only Active Docents may vote in the election.
- New Officers assume duties in January.
- It is recommended that the Nominating Committee include at least one Docent who has served on the Docent Executive Board.

SAN DIEGO BOTANIC GARDEN OFFICER INSTALLATION

This is to certify that:

Print Name:

was elected to the office of Docent Society

Position Title:

at the Docent/Volunteer meeting of

Date:

Term is not to exceed two years and begins January 1, 20__.

Signature Docent Co-Chairperson

Date

Signature Docent Co-Chairperson

Date

Original: New Officer
Copy: Secretary Notebook