Uplift Community Alliance®

NOMINATING COMMITTEE CHAIR
JOB DESCRIPTION

Position Summary

The Nominating Committee Chair leads the process that results in a slate of nominees willing to serve as officers on the next year's Board. The Nominating Chair presents the slate to membership at least one month prior to the April annual election meeting. The Nominating Committee Chair is elected by and from the Nominating Committee.

General Responsibilities

- Comply with the committee Policies.
- Conduct committee meetings as needed.
- Be a voting member of the Nominating Committee, attend meetings and submit reports to the President.
- Manage the committee budget, approve and submit invoices and vouchers to the Treasurer.
- Maintain a committee procedure book and/or electronic records file.
- Submit a proposed budget for the succeeding year as directed by the President.
- Prepare and submit a year-end report as directed by the President.
- Submit any job description and/or policy changes to the Bylaws Chair.

Specific Chair Position Responsibilities

1. Hold the first meeting by October and appoint a secretary to keep minutes.

2. Assign duties to committee members as needed.

3. Hold committee meetings until a slate of nominees for offices on the Board is ready for submission. An incomplete slate may be submitted if the committee is unable to fill a position. Meetings may be held through electronic means (telephonic and/or video teleconferencing).

3. Follow the timeline calendar provided in the committee procedure book (or Master Data File) and bylaws.

4. Refer to current bylaws under Nominations and Elections regarding the "slate" for offices on the Board.

5. Hold committee meetings as needed to fill a position that a nominee withdraws from if the withdrawal occurs *prior* to submission of the slate to the membership. If a nominee withdraws after the slate has been presented to membership or has been voted on by membership, that nominee's office will be filled by appointment by the incoming President, with Board approval.

6. Approach nominees in accordance with the Nominating Committee's "Suggestions: When Asking a Member to Serve on the Board" document.

7. Provide each nominee with the current Job Description of the office for which they have been nominated.

8. Write letters to each nominee to acknowledge the nominee's acceptance of nomination, including

those who currently serve on the Board and are nominated to serve a second term.

9. Present a motion to members at (or prior to) the March Regular Meeting, moving that the slate of officers for the upcoming Board of Directors be approved. The motion shall be on the floor for thirty days prior to the election meeting in April. Example of motion to be made:

   MOTION: In accordance with Article 5 Nominations and Elections, 5.02 and 5.03 of the Bylaws of Uplift Community Alliance, I move the following slate of nominees for the 2025-2026 Board of Directors be approved:

   The Recording Secretary shall provide a copy of the slate of nominees to all voting members within the time required by the Bylaws. An emailed notice is preferred.

10. Inform members about the “Petition Process”, as outlined in Bylaws Article 5 Nominations and Elections 5.04 Petition Process, when the slate motion is presented.

11. Maintain and update Nominating Committee materials in the Master Data File.

Competencies
Relevant Microsoft programs
Digital and electronic communication