



United  
Women  
in Faith

Job Description  
District United Women in Faith  
Chairperson of Committee on Nominations

TITLE: Chairperson of Committee on Nominations

CHOSEN BY: Nominated by Committee on Nominations and elected at the District Annual Meeting.

TERM OF OFFICE: 2-year term which is part of the 4-year term as a Member of Committee on Nominations. Can serve as Chairperson for year 1 and 2 and a member for years 3 and 4. Chairperson for years 2 and 3 and a member for years 1 and 4. Chairperson for years 3 and 4 and a member for years 1 and 2. Years as Chairperson of Nominations do not count as tenure.

RESPONSIBILITIES:

1. Attend Conference Leadership Training in Fall with counterpart.
2. Train the Local Chairperson of Nominations and any committee members who attend District Officer Training in the Fall.
3. Update and keep all Conference/ District Tenure Records. Use new Directory each year to update all conference and District records.
4. Provide Talent Blanks at all District Events to encourage women from all local units to express interest in serving in a District or Conference position.
5. Assist with registration at all District Events with the help of other Nomination Committee members when requested. (This is a good way to meet women around the District for potential leadership.)

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6. Lead all meetings of the Committee on Nominations in selecting a diverse mission team.
7. Attend all District Mission Team Meetings.  
Provide an oral and written report on the progress of the Committee on Nominations work.
8. Provide articles for the District Newsletter, as often as possible; ideally at least 2-3 times.
9. Use Talent Blanks, District Tenure Records, and recommendations to develop a list of potential leaders. (On-going throughout the year)
10. Lead the Mission Team in evaluating the current Mission Team before considering reelection for an additional term. Also encourage self-evaluation of Mission Team members each year to encourage growth. Develop forms and timeline for this process.

### *Evaluation Timeline for Conference:*

Self-evaluation - August Mission Team Mtg.

Committee Evaluation - April Nom. Mtg.

11. Assist Committee on Nominations in preparing the slate of officers for the coming year. Use meetings in April and August. Continue to communicate and discuss potential leadership through email, meetings, and conference calls as needed to complete the task.
12. Assist the Committee in maintaining a diverse Mission Team in age, race, district, geographical area, economic level, educational background, and work experience.

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13. Create and update as needed the Job Descriptions for the Conference. Use them in asking persons to serve in positions for election.
14. As soon as the Slate is complete, send out confirmation letters to nominees and request Bios and photos to be sent to Communications Coordinator for *newsletter before August 1st* , and to the Secretary for the *Annual Meeting Program*.
15. Provide a report of tenure on Current Mission Team to the Mission Team Meeting in August.
16. Present the Slate of Officers to the Mission Team at the August Mission Team Meeting for review and comments. Take any concerns back to the Committee before Fall Elections.
17. Present the Slate of Officers at the Fall Annual Meeting for Election. Accept nominations from the floor, suspend voting, meet with nominee to be sure of eligibility and interest. Preparing a ballot for voting. Return to Meeting to complete elections using a ballot. Count ballots as a team and present results of ballot voting when needed.
18. Call the Committee together to replace any District Officers who resign during their term of office to select a replacement to fill the remainder of that person's term of office. This selection is then presented to the District Mission Team but does not have to be elected by the entire District.
19. Work as a team to suggest names for Appointed Officers as requested by the District President.

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20. Be available to attend District Events when requested and be prepared to give a presentation as requested.
21. Keep a notebook or journal of your term activities to pass to the next person taking your office.

### RESOURCES:

- Conference Leadership Training with Conference Counterpart.
- District / Local Tenure Records
- Talent Blanks

### REPORTS TO:

- District President
- District Mission Team

### RELATES TO:

- Entire Mission Team
- Committee on Nominations Members