



Job Description
District United Women in Faith
Members of the Committee on Nominations

TITLE: Member of Committee on Nominations

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

TERM OF OFFICE: 4 year term.

Time spent on the Committee on Nominations does not count as tenure years.

RESPONSIBILITIES:

1. Provide Talent Blanks at all District Events to encourage women from all Local units to express interest in serving in a District position.
2. Assist with registration at all District Events when requested by the Chairperson of Nominations. (This is a good way to meet women around the District for potential leadership.)
3. Attend and participate in all meetings of the Committee on Nominations as you select a diverse Mission Team for the coming year.
4. Attend at least one District Mission Team Meeting to observe the interaction of the Mission Team as it conducts the business of the District. This will assist in evaluation of Team members.
5. Use Talent Blanks, District/ Local Tenure Records, and recommendations to develop a list of potential leaders. (On-going throughout the year)

Members of the Committee on Nominations

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6. Participate in evaluating the current Mission Team before considering reelection for an additional term. Review the self-evaluation of Mission Team members each year to help in decisions about reelection and election to other positions.
7. Actively participate with Committee on Nominations in preparing the slate of officers for the coming year. Use meetings to communicate and do business of the Committee through meetings, email, and conference calls as needed to complete the task.
8. Work as a Committee in maintaining a diverse Mission Team in age, race, district, geographical area, economic level, educational background, and work experience.
9. Create and update as needed the Job Descriptions for the District. Use them in asking persons to serve in positions for election.
10. Attend the Annual Meeting and be prepared to meet if there are nominations from the floor during voting. As a team check eligibility and interest. Assist in preparing a ballot for voting. Count ballots as a team and present results of ballot voting when needed.
11. Participate with the Committee to replace any District Officer who resigns 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.

Chairperson of the Committee on Nominations

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12. Work as a team to suggest names for Appointed Officers as requested by the District President.
13. Be available at District Events to encourage women to consider serving at the District Level on the Mission Team.

RESOURCES:

- Conference Leadership Training
- Conference / District Tenure Records
- Talent Blanks
- Information provided by the Chairperson of Committee on Nominations.

REPORTS TO:

- District Mission Team
- District Committee on Nominations

RELATES TO:

- Entire Mission Team
- Committee on Nominations Members