

Nominating Committee Job Description (Living Description):

Logistics:

Last Reviewed 10/2015 ; # on committee 9 ; Length of term 3 years ;
Need to be MMM member? No ; Nominated Committee? Yes ; If yes, nominated by? M&C

Meeting day and time: Meets on 1st Thursdays of the month at 7 pm at the Meetinghouse

Mission and Purpose:

The Nominating Committee is concerned with planning for the leadership needs of the Meeting and recruiting people to serve and to carry out the functions of the Meeting. The Nominating Committee presents to the Meeting for Business the names of nominees for clerks, representatives and all nominated committees except itself. The Nominating Committee strives to nurture the non-nominated committees.

Guiding principles:

We meet in worship seeking divine guidance as we do the work of asking members and attenders to evaluate their gifts and their willingness to share them with the meeting.

The Nominating Committee strives to maintain an appreciation of the meeting's committees and their roles and needs to carry out their functions. We meet in worship seeking divine guidance in discerning how the gifts of members and attenders may best serve the Meeting. The selection of nominees is carried out in spirit led worship in which names are allowed to rise out of the silence.

Members of the Nominating Committee talk with active members and attenders and get to know them and their gifts in order to establish the slate of candidates. Nominations are made with a balanced regard for proved experience, potential leadership, continuity, and full use of the resources of the meeting, as well as individual preferences. The committee is encouraged to be bold, giving opportunities to younger Friends and to those more recently arrived, and encouragement to those who underestimate their own potential for service. Nominating Committee strives to propose both new members with fresh insights and continuing members with institutional memory.

Practice:

- Select nominees to fill the positions for clerks, representatives, and all nominated committees except itself that will be opening up in July as current terms are completed.
- Present the names to the May Meeting for Business for approval at the June Meeting for Business
- Fill vacancies in leadership that occur during the year.
- Bring any difficulties in filling a position or positions to the M&C and the Clerk of the Meeting and/or Meeting for Business
- Maintain an updated hard copy and electronic file of job descriptions of committees, officers, and representatives of the Meeting. The committee will annually ask those serving on various committees and in other positions to revise and review such job descriptions.
- Bring substantial changes to job descriptions to Meeting for Business by the relevant individual or committee.
- Provide copies of job descriptions and other useful materials to new committee clerks, officers and representatives.
- Raise awareness of opportunities to participate in Meeting life on non-nominated committees and organize an annual sign-up period.
- Respond to questions and advice from Ministry and Council and provide M&C with an updated copy of the Nominating Committee Job Description.

Specific duties for this committee's members:

- The committee meets once a month on the 1st Thursdays of the month at 7:15 PM with an extra meeting set if needed in order to bring the names of the nominees to the May Meeting for Business.
- Committee members agree to serve for three years and have overlapping terms to ensure continuity in the nominating process. The term of service is July 1 - June 30.
- Members should attempt to get to know the members and attenders of the Meeting and speak to them about their wishes, their gifts and their interests.
- Members will also encourage their participation in the life of the Meeting and will call potential nominees to determine if they are willing to serve.

Convener responsibilities other than above:

The Nominating Committee convener keeps track of the roster of the nominated committees and their descriptions and creates a time-line for the work of the committee over the course of the year. After the roster of new nominees is approved, the convener needs to find out who are the conveners of the nominated committees. At the beginning of the committee year, the committee email addresses need to be linked to the new conveners and the list of committee members needs to be updated. The convener will communicate with the web clerk and/or the Communications and Technology contact regarding the needed changes.

Duties of the convener:

- Create agendas that include information on the committees for which nominees are being chosen and send out the agenda and meeting reminders.
- Prepare a set of goals for your committee for the calendar year in order to accomplish the work that needs to be done and prepare a time line so that everyone will know what is due when.
- Orient new members to the committee.
- Make sure the committees review their job descriptions and submit them.
- Clerk meetings of the Nominating Committee.
- Communicate with our Caretakers about reserving Meeting Space if needed.
- Arrange for someone to take notes at each committee meeting and to record decisions including potential nominees and who will be calling the nominees.
- Communicate with Nominating committee, as needed, between meetings.
- Make reports or designate someone to make reports to Meeting for Business as needed.
- Share relevant thoughts and concerns regarding committee structure and work that come to the attention of the Nominating Committee with Ministry and Council.
- Compile and make available to each committee, any information that Nominating has received about those interested in volunteering for specific committee work without actually sitting on the committee.
- Arrange for general announcements in the newsletter and elsewhere if needed to facilitate the work of Nominating Committee.

Duties of the Communications and Technology Committee contact:

- Maintain the Nominating Committee's page on the Meeting Website.
- Make sure that Nominating Committee's updated documents and meeting notes are on the Website
- Update the position roster as needed
- Add and remove access to the Nominating Committee page for new and old members of the committee as needed.
- When the new roster of nominees is approved make the needed changes on the MMM Quaker Cloud web page or communicate with Web Clerk regarding the need for changes

Notes to M&C committee regarding Nominating committee needs:

It is very helpful to have a balance of members who attend the early Meeting for Worship and those who attend the later Meeting for Worship. Committee needs members willing to commit to the work of the committee.