

## **Quilters' Sew-ciety – Nominating Committee**

### **Description – Revised 2025**

- A. **Organization Relationship:** Standing Committee
- B. **Term:** A two-year term with the option of serving an unlimited number of consecutive terms
- C. **Committee Composition:** 2 members (can request volunteer if more needed)
- D. **Overview of Responsibilities:**
  - 1. Assembling and bringing to the QS membership, a slate of officers to fill both the Board of Directors and the Standing Committee for the upcoming year
- E. **Responsibility Details:**
  - 1. You are invited to attend all Board meetings. Attend when possible.
  - 2. February – begin contacting current Board/Standing Committee members to determine if they plan to continue with their current positions for another year
  - 3. Obtain a current list of QS members from Membership Committee (one copy per Committee member).
  - 4. April – start contacting all members of Quilters' Sew-ciety to ask if they are able to volunteer for open positions
    - a. Contacts can be made through email, phone calls, signup sheet posted at guild meetings, or verbal recruitment during the guild meetings
  - 5. May & June – Publish the slate of officers in the QS newsletters (This is to be submitted by April 15 and May 15 to Newsletter Chair)
  - 6. July QS meeting - Read the slate of officers for the upcoming year at the guild meeting
    - a. Ask those who are at the meeting to stand to be recognized
    - b. If there are still vacant positions, ask for nominations from the floor

7. Vote on the slate of officers by saying Ay or Nay
8. Ask for a motion and a second to accept the vote
9. After the vote, any vacancy of the committee chairs shall be filled by appointment by the President with the approval of the Board of Directors

**F. Other:**

1. Contact President Elect with Nominating Committee concerns or problems
2. Maintain a record-of duties completed during your term
3. Prepare a Quilters' Sew-ciety Year-End Report regarding the duties completed
  - a. This original report is given to the President under which you served, with a copy of this report kept with the Nominating records
4. Time Commitment: 6 months (February – July) 2-3 hours a month to be done mainly from home. No special skills needed other than basic computer skills.