

Quilters Sew-ciety – Nominating Committee

Job Description: Revised 2018

Organization Relationship: Standing Committee

Term: A two-year term with the option of serving an unlimited number of consecutive terms

Committee Composition: 3 members (can request volunteer if more needed)

Overall Responsibilities: 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.

Responsibility Details:

- June-begin making contact with current Board/Standing Committee members to determine if they plan to continue with their current positions for another year.
- Obtain a current list of QS members from Membership Committee (one copy per Committee member). This is noted in Membership Committee guidelines you receive free copies in June.
- July-start contacting all members of Quilters' Sew-ciety to ask if they are able to volunteer for open positions.
 - Contacts can be made through email, phone calls, signup sheet posted at guild meetings, or verbal recruitment during the guild meetings.
- October & November – Publish the slate of officers in the October and November QS newsletters (This is to be submitted by September 15 and October 15 to Newsletter Chair)
- November QS meeting- Read the slate of officers for the upcoming year at the November guild meeting
 - Ask those who are at the meeting to stand to be recognized
 - If there are still vacant positions, ask for nominations from the floor
 - Can only be done at the Day meeting since those members would not be able to know about any additional names placed on the ballot during the evening meeting
 - Vote on the slate of officers by saying Ay or Nay
 - Ask for a motion and a second to accept the vote
- 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

Other

- Contact President Elect with Nominating committee concerns or problems
- Maintain a record of all duties completed during your term.
 - Prepare a Quilter's Sew-ciety Year End Report regarding the duties completed.
 - This original report is given to the President under which you served, with a copy of this report kept with the Nominating records.