

AAUW COLORADO SPRINGS BRANCH – VOLUNTEER LEADER POSITION DESCRIPTION

Position: Nominating Committee Chair **Status:** Selected by Nominating 2nd Yr. Committee Members
Reports To: President and Board **Executive Committee Oversight by:** President
Board Voting Rights: No **Committee Voting Rights:** Yes **Signature Authority:** No
Date of Branch Board Approval of Volunteer Position Description: July 2020

Position Overview: Lead the Nominating Committee and the process for recruiting, evaluating, and nominating qualified branch officer candidates to fill elected positions in a way that ensures continuity of leadership and alignment with the organization’s mission and objectives. Serve as advisor to the board and its committees on matters involving leadership and recruitment.

Responsibilities and Duties of Branch Position:

- Serve one year as selected Committee chair after serving one previous year on this Committee. The chair is selected by Committee members entering the second year of their term on the Committee.
- Become familiar with position descriptions and skill sets for all elected offices.
- Attend board meetings to observe and gain first-hand knowledge to help in the nomination process and to observe the needs of the branch.
- Inform Committee members of their position description and governing branch documents to follow.
- Seek input on the needs and priorities of the branch including possible qualified candidates from current board members, assistants to the board and other committee members.
- Instruct the Committee on the elected positions to be filled and the desirable qualifications for each office.
- Submit a notice for publication in the January and February newsletters requesting candidates willing to serve in offices that need to be filled. (Note: This notice must appear in the newsletter at least four months prior to the May annual meeting.)
- Convene and lead Committee meetings to complete the annual nomination process:
 - Assess the board’s composition in early January, noting specific needs to be met and offices to be filled by future board members. Review position descriptions for each office and identify potential candidates.
 - Review all names received and additional suggestions from the Committee. Prioritize possible candidates. Vet candidates for the skills, experience, competencies, and willingness to serve on the board effectively.
 - Propose a final slate of candidates and contact them to confirm their agreement to be a candidate.
 - Finalize the proposed Nominating Committee for the following year. At the last meeting, each member concluding the second year of their two-year term on the Nominating Committee will submit the name of an eligible AAUW branch member who has agreed to be nominated to take the retiring member’s place on the Nominating Committee.
- Replacement of the chair may be recommended by the Committee to the board president if the chair misses two consecutive meetings or is unable to fulfill the requirements of the Committee. With approval of the board to replace the chair, the replacement chair shall be selected by the Committee from among the Committee members entering the second year of their two-year term on the Committee. The board president, with the approval of the board, shall appoint a Committee member to fill the remaining term of the resulting Committee member vacancy.
- Present the proposed slate of candidates to the board in March.

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- Submit the final slate of candidates to membership in the (April) branch newsletter no later than two weeks before the (May) annual meeting.
- Present the slate of candidates at the annual meeting and introduce each member of the current nominating Committee.
- Lead the Committee review and assess the effectiveness of the Committee, the Committee position description, and this Committee chair description, at least every two years.
- Present Committee recommendations and other communications to the board.
- Carry out such other responsibilities as may from time to time be assigned by the board.

Responsibilities to AAUW, AAUW National and AAUW State:

- Be familiar with and adhere to AAUW National, State and Branch bylaws, articles of incorporation and working rules and policies.
- Be responsive to board member and board Committee concerns or questions related to nominating Committee duties and responsibilities.
- Be respectful of the confidentiality of the Committee work.

Leadership Skills/Qualifications Helpful to the Position:

- Must be a Nominating Committee member entering second year on Committee.
- Nominations or governance experience with AAUW or another private, public, or nonprofit organization.
- Experience in planning and communications is helpful to the position.
- Knowledge and experience with word processing and use of branch website is helpful to the position.

Time Commitment:

- Approximate time required for this position is one to two hours per month.
- Additional time is needed to support Nominating Committee processes during the months of January through May.