

## **AAUW COLORADO SPRINGS BRANCH – VOLUNTEER LEADER POSITION DESCRIPTION**

**Position:** Nominating Committee Member      **Status:** Elected or appointed – Two-year term  
**Reports To:** Nominating Committee Chair      **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

**Committee Overview:** The Nominating Committee (the “Committee”) is a standing committee of the board (the “board”) of AAUW Colorado Springs Branch (CO) (the “branch”). Committee members act in accordance with this Committee Description, the branch’s articles of incorporation and any amendments thereto, branch bylaws and working rules and policies, AAUW National and State bylaws and policies, all applicable laws, and the overall direction of the branch as determined by the board. Committee is responsible 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.

### **Responsibilities and Duties of Committee Member Position:**

- Become familiar with the duties of the elected branch positions including position descriptions and needed skills sets for which candidates are being selected.
- 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.
- Develop and recommend board selection criteria and needed competencies, annually.
- Develop a multiyear pipeline of prospective candidates for election or appointment to the board.
- Participate in 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.
- Attend (May) annual meeting to introduce candidates and current nominating Committee members.
- Review board position descriptions at least annually, for possible or recommended changes to the responsibilities and expectations of board members.
- Review and assess the effectiveness of the Committee and this Committee description, at least every two years.
- Work as a committee to finalize recommendations and any concerns. The Committee Chair will bring these to the Board as needed.
- Carry out such other responsibilities as may from time to time be assigned to the Committee by the board.

### **Committee Membership and Term:**

- The Committee shall consist of six members, elected or appointed, as follows:
  - Three new members elected each year
  - Term of service on the Nominating Committee shall be for two years

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- Names of the nominees for elected office shall be published and sent to every member at least two weeks prior to the (May) annual meeting
- Nominations may be made from the floor with the consent of the nominee
- In no case shall an appointed member serve for more than three consecutive terms on one Committee, the third term being possible only if a Committee member becomes chair of the Committee. The term limit for a mid-term appointment shall be calculated from the next annual term start date.
- If a member misses two consecutive meetings or is unable to fulfill the requirements of the Committee, the Committee chair may recommend to the board that the member be replaced.
- Committee members who have served for two consecutive terms as members or three consecutive terms if they become chair of the Committee, exclusive of any partial term, shall be eligible for reelection to the Committee following a one-year hiatus.

### **Meetings:**

Meetings may be held in person, telephonically or electronically so long as all members participating can read or hear the proceedings substantially concurrent with their occurrence.

### **Voting and Quorum Requirements:**

Each member of the Committee shall have one vote. A majority of the then-serving members of the Committee shall constitute a quorum for the transaction of business at any meeting. The act of a majority of Committee members present at any meeting at which a quorum is present shall be the act of the Committee. There shall be no proxy or ballot voting.

### **Minutes, Reports, and Records:**

Minutes of Committee meetings shall be maintained by Committee chair. The Committee chair shall prepare and submit written or verbal reports on the Committee's activities and recommendations to the board for the board's regular and annual meetings.

### **Responsibilities to AAUW, AAUW National and AAUW State:**

- Be familiar with and adhere to AAUW National, State and branch policies and bylaws.
- 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:**

- Experience in planning and communications.
- Nominations or governance experience with AAUW or another private, public, or nonprofit organization.
- Knowledge and experience with word processing and use of branch website.

### **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.