

Eno River Unitarian Universalist Fellowship

Job Description

Nominating Committee

Purpose: The Nominating Committee is elected by and reports to the Congregation for the purpose of nominating candidates for all elected positions of the Fellowship and for coordinating leadership development.

***Composition:** "The Committee shall consist of seven (7) members of the Fellowship. Members shall serve for terms of three (3) business years A member of the Board of Trustees will be selected annually by the Board to serve as a non-voting liaison to the Committee. The Nominating Committee shall select its own chair." Nominees for the committee shall have been members for at least one (1) year at the time of taking office.

Responsibilities of the Committee:

1. All matters before the Nominating Committee shall remain confidential.
2. Prior to soliciting candidates for elected positions, the Nominating Committee will publish job descriptions, including qualifications needed, for each position. These job descriptions and qualifications will be developed in consultation with current members of each group.
3. The Committee widely publicizes its policies and procedures for soliciting candidates for elected positions. These policies and procedures shall provide for an open and inclusive process whereby all members who have expressed interest in an available position will be considered by the Committee for nomination.
4. The Nominating Committee develops a slate of candidates for the elected positions by soliciting candidate' names from multiple sources, including but not limited to:
 - a. Recommendations from ERUUF members.
 - b. Recommendations from current Board of Trustee members, ERUUF staff, the Coordinating Team, and the ministers.
 - c. Self-nominations by people interested in becoming candidates.
5. The slate of candidates for elected position shall be published 49 days before the Annual Meeting in June.
6. The Nominating Committee provides a petition form for soliciting additional candidates for the elected position who are not on the slate noted in #5 above. These forms shall be submitted to the Nominating Committee at least 35 days prior to the election.

**According to the proposed by-laws to be voted on February 28, 2010*

Qualities of Committee Members

Acquainted with many ERUUFians

Commitment to ERUUF

More strongly committed to the congregation as a whole than to any subgroup

Ability to work and communicate well with others

Committed to maintaining confidentiality of Committee deliberations

Willingness to commit the time necessary to share the responsibilities of the Committee

Cooperative attitude, one who is a collegial team player, willing to listen

Enjoys talking with members about their talents and interests

Interested in working on a Leadership Development program at ERUUF

Time Commitments and Expectations

The committee member is expected to:

Participate in monthly meetings on the second Monday of each month from 7-9 pm*

Spend approximately 30-60 minutes preparing for monthly meetings

Spend 3-5 hours during January interviewing members about their interests and talents

Be available for tabling at Sunday morning coffee hours approximately 5 weeks (the month of February and the first part of March)

Spend approximately 5-10 hours during March contacting potential candidates for elected positions

Help organize leadership development activities

Occasionally assume responsibility for completing tasks outside of monthly meetings

Participate in any needed special meetings

*It is expected that meetings are not to be missed except in case of emergency

