

Concord Piecemakers Job Description

Nominating Committee

The nominating committee works together to seek candidates and present a slate for all elected positions and appointed positions.

1. The committee consists of 5 members, three of which are from the membership and 2 of which are appointed by the board. The previous president serves on the nominating committee.
2. The committee develops and uses a skills inventory for solicitation of volunteers and then solicits membership for interest in serving. This solicitation is initially made at the January monthly meeting and a newsletter article.
3. Using the attendance list as an indicator of interest, the committee meets to discuss and solicit possible volunteers. Using the skills inventory and spreadsheet of past volunteers, they focus on Executive committee first, the Steering committee positions.
4. The slate is first presented to the Board of Directors at the March Board meeting. It is then published in the April newsletter. At the May meeting the slate is presented to the membership. Nominations are also solicited from the floor and the election is held. After the meeting, the chair updates the historical spreadsheet for future use.
5. By tradition, the Nominating Committee is also responsible for seeking candidates for sub-committee chairs. Of those, the quilt show and yard sale (major fundraisers) and the quilt-a-thon are in place by April. The remaining sub-committee chairs are usually in place by the May meeting.
6. Prepares an end-of-year report and submits this report to the Secretary by May 1st.

Important Dates

January - solicit candidates

February – meet to discuss slate

March – present slate to board

April – publish slate in the newsletter

May – hold election

The Nominating Committee fills any vacancies that occur during the year.

The Chair submits articles to the newsletter with updates and requests. The Chair attends all board meetings.