

## Concord Piecemakers Job Description Nominating Committee

The nominating committee seeks candidates and presents a slate for all elected positions, as well as fills all committee chair positions as needed.

1. The committee consists of 3 members. The vice-president heads up the committee, and the two open positions are solicited at the January meeting.
2. The committee contacts all board members and committee chairs to determine what positions need filling.
3. Using the attendance list and interest inventory as indicators of interest, the committee meets to discuss possible volunteers. In soliciting volunteers, the committee members present the potential candidates with a current job description found on the website (under documents). Get the attendance list and interest inventory from Membership Chair.
4. The slate of elected officers is first presented to the Board at the March Board meeting. It is then published in the April newsletter. At the May meeting the slate is presented to the membership and voted on.
5. On even-numbered years the committee will solicit Fabric, Yarn & Notions (FYN) Sale co-chairs. On odd-numbered years, they will solicit Quilt Show co-chairs.
6. Provides a list of all elected positions and committee chairs right after the election for the Secretary, Membership Book Editor, and Web Site Administrator. This list can be used for the End of Year Report.

### Important Dates

January – form a nominating committee

February – solicit candidates for positions that need to be filled

March – present slate to board

April – publish slate in the newsletter

May – hold election