

# Chair, Nominating Committee

## Summary of Job Responsibilities:

The chair coordinates the nominating committee, which consists of the four section leaders, to develop a suggested slate of nominees for elected positions to the WCS board of directors. The positions to be filled are president, president-elect (intermittently), vice-president, secretary, treasurer, marketing director, development director, and two directors-at-large.

## Duties/Tasks:

- Determine if current office holders desire to run for an additional year in office.
- Direct the committee to canvass the membership for interested candidates.
- At an early March rehearsal break meeting, inform the membership about the election process, including the list of elected positions, which have incumbents running, where to find position descriptions, and the nomination closing and election dates.
- Present a slate of nominees to the membership at the first rehearsal in April to be elected at the second reading of the slate.

## Helpful Skills:

The chair should possess excellent verbal communication skills and be willing to listen to others' ideas. She should be organized and able to set and meet deadlines.

## Time Commitment:

This committee is active from the end of February through the first rehearsal in April. It takes approximately an hour a week to prepare information for the membership and, possibly, make a few phone calls to ask people to run or consult with committee members and/or board members.

## Appointed Position:

The president appoints this position.