



Gulf Coast Garden Club Position Description Form

Position Name

Chair - Nominating Committee

Date Created: _____

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Home Phone: _____

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Committee Name: Nominating Committee

Position Overview:

- The Nominating Committee is appointed by the Board of Directors and will selected a Chair.
- The Nominating Committee is responsible for presenting a slate of officers at the February meeting, conducting election of officers at the March meeting and conducting the installation of officers at the April meeting.

Skills/Abilities/Other Requirements:

- Organization skills to coordinate nominations, elections and installation of officers with a Committee consisting of at least three members.
- Good computer skills (email, on line forms)
- Good communications skills

Essential Position Functions:

Oversee and Organize collection of nominations for GCGC Board of Directors positions.
Present Slate of Officers to GCGC members.
Conduct election of Officers at General Meeting.
Create program for the Installation of newly elected Officers and Officers leaving office.
Conduct program for the Installation of newly elected Officers and recognizing Officers leaving office at the Annual Meeting.
Ensure 'newly appointed' Nominating Committee Chair is provided with position description and To Do List for performing the position of Nominating Committee Chair.

Print Form

Rev. 12/15

"TO DO LIST" - CHAIR - NOMINATING COMMITTEE

<u>MONTH</u>	<u>ACTION NECESSARY</u>
MAY	- Second Monday of the month, attend last official General Meeting of the season.
JUNE-SEPTEMBER	- Attend Summer Meetings if possible.
OCTOBER	- Second Monday of the month, attend first General Meeting. - As requested by the President during the season, attend Board of Directors Meeting(s) the first Monday of the month.
NOVEMBER	- Second Monday of the month, attend General Meeting.
DECEMBER	- Second Monday of the month, attend General Meeting. - Annually, provide newly appointed Nominating Committee Chair with training and all pertinent information for assuming role once appointed by Board of Directors. Ensure newly appointed Nominating Committee Chair receives copy of Position Description and To Do List for the next season. Ensure newly appointed Nominating Chair receives support/guidance in his/her role for the next season. - Upon notification from Board of Directors of appointed Nominating Committee members, meet to select a Chair. Advise Board of Directors of who will assume the role of Nominating Committee Chair.
JANUARY	- Second Monday of the month, attend General Meeting. - At General Meeting, President will announce Nominating Committee Chair and members. Ensure all Nominating Committee members are in attendance for announcement. Encourage GCGC members to email or call Nominating Committee Members with nominations or interest in running for office. Remind GCGC members to refer to Bylaws for nominating

- criteria. Request the nominees to submit a brief bio to the Nominating Committee Chair to support their nomination.
- Accept nominations via email or by phone. The Nominating Committee members will contact potential candidates to obtain their acceptance of nominations and ensure a bio is submitted.
 - Meet with Nominating Committee members to discuss nominations received, process for elections and installation. If necessary, request Nominating Committee members to conduct follow-up calls to all members to obtain volunteers for taking office or nominations

FEBRUARY

- Second Monday of the month, attend General Meeting.
- Finalize "Slate of Officers" and present to GCGC members at the General Meeting. Advise GCGC members of process that will follow: March - nominations may be accepted from the floor and elections will take place. April - installation of new Officers.
- Prepare email for distribution to GCGC members advising of "Slate of Officers" and providing bios for membership review and consideration. Forward a copy of "Slate of Officers" email to 3rd VP for communicating to membership via Blossoms Bulletin.
- Review Nominating Committee expenses (installation of officers) for the current season and prepare a proposed budget request for the following fiscal year. Email proposed budget request to the Treasurer by mid month.

MARCH

- Second Monday of the month, attend General Meeting.
- Conduct election of new Officers at the General Meeting.
- Meet with the Nominating Committee to finalize details for the Installation of Officers and recognition of Officers stepping down at the Annual Meeting in April. Prepare program and purchase appropriate gifts to welcome newly elected officers and thank those Officers leaving office.

APRIL

- Second Monday of the month, attend Annual Meeting.
- Conduct Installation of Officers at Annual Meeting. Officers will take office on June 1st.
- Review copy of final approved budget for the next fiscal year from the Treasurer.
- Ensure a process is in place for monitoring expenses for the Nominating Committee Chair and Installation of Officers during the next fiscal year.

Nominating Committee Roles & Responsibilities

Nominating Committee Members

Leslie Allen, Mary Schell, June Rickard, Mary Lou Magliocca (Chair)

January 12, 2015

Nominating Committee Members will be announced to GCGC Members. GCGC Members are encouraged to email or call Nominating Committee Members with nominations. Anyone else who may be interested should contact the Nominating Committee and indicate such. Nominees must have served on at least one GCGC Committee and must submit a brief bio to support their nomination. The Officer positions currently open are 1st VP, Treasurer and Recording Secretary.

January 12-February 8

Nominating Committee will be accepting nominations. The Nominating Committee will contact potential candidates to obtain their acceptance of nominations and ensure brief bio is submitted.

February 9, 2015

The Nominating Committee will present slate of Officers to the GCGC Members. The Nominating Committee may also accept nominations from the floor providing the person nominated has consented to serve if elected. A brief bio must also be provided at time of nomination. The Nominating Committee will email nominations and bios to GCGC Members for their review and consideration.

March 9, 2015

The Nominating Committee will conduct election of new Officers.

March 9-April 12, 2015

The Nominating Committee will plan Installation Program for Officers stepping down and for newly elected Officers. Officers stepping down this year are Denise Baier, 1st VP, LaVonne Brekke, Treasurer and Pat Townsend, Recording Secretary.

April 13, 2015

The Nominating Committee will conduct Installation of Officers at GCGC Meeting.