

MNC-PAUMCS Job Description

NOMINATING COMMITTEE:

The Nominating Committee shall:

- have a working knowledge of the Bylaws;
- elect a chairperson for the Committee;
- make either a written or oral report to the Executive Committee at each meeting;
- request a current membership list from the Membership Secretary as candidates are considered for positions;
- contact nominees for consent;
- submit to the Executive Committee a slate of nominees for the Retreat Committee at least forty-five (45) days prior to the retreat;
- submit to the Executive Committee a slate of nominees for the Standing Committees (*with exception of the Retreat Committee which is elected in the spring*) at least forty-five (45) days prior to the Annual Meeting;
- submit to the Executive Committee a slate of nominees for the officers at least forty-five (45) days prior to the Annual Meeting;
- notify the membership of the slate of nominees for officers of the Chapter and members of the Standing Committees at least thirty (30) days prior to voting as per the Bylaws;
- submit a written report to the Annual Meeting as requested;
- maintain the Chapter's historical record of officers and standing committees;
- maintain the written job descriptions for the chapter officers and standing committees;
- submit to the newsletter editor, by the required deadline, the slate of nominees for officers and/or committees to be elected;

MNC-PAUMCS NOMINATING COMMITTEE

POINTS TO REMEMBER WHEN ASKING PERSONS TO SERVE

1. State you are calling on behalf of the MNC-PAUMCS Nominating Committee.
2. State that their name was recommended for
3. Ask them if you can explain what the job would entail and if they will consider the position.
 - a. Offer to send a copy of the Job Descriptions to them.
(Read applicable part before placing call so you are familiar with the position.)
 - b. Ask them to call person presently in the position if they wish to discuss details more thoroughly.
 - c. Ask them to call the President if they wish to discuss the position more thoroughly.
4. Officers and Committee chairs are expected to attend Executive Committee meetings. Committee Chairs are selected within the committees.
5. Officers and committee persons have the opportunity to submit travel expenses to and from meetings (at IRS volunteer rate...check with our treasurer)...or they may log them and take a tax deduction on their records.
6. President, Vice President, Secretary, Treasurer, Publicity/Newsletter Editor, Membership Secretary, and Historian will be provided a complimentary membership in National PAUMCS.
7. Offer them ample time to make a decision. Be specific about when you will call, or if they prefer, when they will get back to you.
8. Encourage, but do not force, agreement to serve. A person who serves reluctantly will not be an effective leader for the organization.
9. Remind members that their dues must be paid for the year in which they will serve as an officer.