

## **Chair of Nominations Job Description**

Pacific Northwest Conference  
United Methodist Women

The chairperson and other members of the committee on Nominations are responsible for the nomination of all elected members of the Executive Conference Team and members of the Racial Justice Committee.

Members are usually elected for a four year term, unless a shorter term is deemed necessary to maintain the desired membership. This tenure is in addition to any other tenure on the Conference Executive Committee

The Committee on Nominations is responsible for preparing a slate of nominees, both new and continuing to the Pacific Northwest United Methodist Women Executive Team to be presented by the Chair at the July Executive Meeting.

### **SHE SHALL**

- Develop plans to help members of the committee see their task as an ongoing one. [A copy of their job description is attached.]
- Provide information to the committee concerning vacancies that need to be filled.
- Work with chairpersons of District Committees on Nominations to discover new leadership.
- Present an annual written report of term and tenure to the Executive Committee.
- Supply President with Election of Officers Script for annual meeting.
- Supply needed documents for Annual Meeting brochure: i.e. -
  - Slate of officers and Racial Justice Committee,
  - Request Bio's from officers assuming new positions,
  - List of all elected officers with name, address, phone & email address
  - Other reports as needed.
- Serve as the contact person for chairpersons of District Committees on Nominations and provide resources to them.
- Conduct training at least annually, for District Membership Committee officers, as determined by the Executive Committee.
- Serve on the following committees Executive and Charter for Racial Justice Policies.
- Order needed name tags for newly elected incoming officers
- Order Recognition Pins or Gift to Mission as specified in Standing Rules for outgoing officers.
- With President, prepare names for Leadership Development Days training when information is received from National United Methodist Women.

### **TERM OF OFFICE**

The term of office is for two years. A second two year term may be offered. No one may serve more than two terms in any office.

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### RESOURCES

Handbook, Each District Directory, Current Pacific Northwest Conference Standing Rules, Committee on Nominations Manual.

The conference will reimburse travel and other expenses related to the job according to the Standing Rules. Overnight stays may be necessary.

### MEETINGS—ATTENDANCE REQUIRED

- Executive 1.5 days in January, April, July, October
- Committee on Racial Justice In connection with Executive Meeting
- Annual Meeting/ District Training 1.5 days in Oct.
- Leadership Training [first year on Nominations  
3 days+ travel in November or date as decided]

### OTHER MEETINGS/EVENTS—ATTEND IF POSSIBLE

- Leadership Training (first time officer-one time only) 3 days + travel in November
- District Executive Committee
- Local Unit Executive Committee

### OTHER MEETINGS AND EVENTS—NOT REQUIRED

- Spiritual Retreat 2 days in April every other year
- Mission u 4 days in July
- Assembly 4 days + travel every 4 years (2018 etc.)
- Jurisdiction 4 days + travel every 4 years (2020 etc.)