

COMMITTEE ON NOMINATIONS JOB DESCRIPTION

Pacific Northwest Conference
United Methodist Women

The Committee on Nominations shall be composed of a chairperson and up to four additional members.

- 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.
- All Members shall attend Executive Committee meetings and contribute to discussions.
- Members of Committee on Nominations shall be active in a local unit or have served in a District or Conference position with United Methodist Women.
- All members of Committee on Nominations enjoy full benefits as members of the Executive Team unless otherwise delineated. As members with full benefits, it is expected that you contribute equally with all members of the Committee.

RECRUITING OF OFFICERS

- Committee on Nominations shall recruit candidates to fill open positions on the Executive Team.
- The Committee shall establish an annual recruiting campaign and schedule for having a slate of officers to elect at each annual meeting.
- The campaign goal is to recruit the right person for the job, for the times, and for the need of the Conference
- The recruiting campaign shall include, but not be limited to, unit visitations, contacts with District event attendees, and contacts with attendees to Conference events.
- Care shall be given to best match a candidate to an open position emphasizing the expectations and responsibilities of the position and time involved in being on the Conference Executive Team. Qualities of a potential leader should factor the following: loyal to UMW; understanding of the Organization; ability to work as a team member; interpersonal skills; open to new ideas, cultures, and concepts; emotional intelligence; diversity in skills, talents, abilities; willing to contribute to well-being of whole; willingness to learn.
- When recruiting, Committee members must be thorough, discreet and allow time for decision making by the Committee, Executive Team and candidate.
- Emphasis is placed on demographics and populations served during the recruiting process.

ELECTIVE AND APPOINTIVE OFFICERS

The Chair, together with the Committee on Nominations will prepare a slate of officers for election and appointment at the Conference Annual Meeting.

- Officers shall be elected by a voice vote at the Conference Annual Meeting.
- Vacancies that are filled outside the Conference Annual meeting process are approved during a vote at an Executive Meeting.

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- The President, Secretary and Mission Coordinators for Spiritual Growth and Membership Nurture and Outreach shall be elected in the odd-numbered years.
- The Vice President, Treasurer, Secretary of Program Resources, Communications Coordinator and Mission Coordinators for Education and Interpretation and Social Action shall be elected in the even-numbered years
- An officer elected to fill an unexpired term who serves six months or more of a two year term shall be deemed to have served one full year.

TENURE / TERMS OF OFFICE

- Committee on Nominations shall manage and maintain the tenure of office for each officer and position on the Conference team.
- Each office is filled for a two year term with an option to continue for two additional years in one office but no longer than 4 years in any one office position.
- Serving as Chairperson of the Committee on Nominations has a two year term limitation.
- Tenure on the Conference team is 8 years excluding time served as a member on the Nominations Committee. In some cases time served in the office of President may also be included as tenure above the 8 years.
- The maximum years an officer may serve is a total of 16 years as a Conference Executive Team member.

TIME LINE

All Year Collect Talent Bank Information sheet from women who are committed to the Purpose and mission of United Methodist Women and possess skills needed for conference leadership. Observe officers' work (team participation, counterpart communication, etc.)

October: Assist with Presentation Special Mission Recognition and Gift to Mission for outgoing officers.

Team and Chairperson conduct training for District Committee on Nominations

- Hand over the title portion of own nametag to successor, if term expires
- With Chairperson, list offices to be filled for coming year.

January: Team set goals for the year.

- Develop a list of possible candidates for vacancies.
- Contact possible candidates in the order agreed by the team and modify the list of candidates as needed

July: Slate of nominees and team profile presented to the Executive Committee

- Develop plans for District Leadership Training Event, create a training packet, working with Chairperson.

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- Discuss/ order Special Mission Recognition and Gift to Mission for outgoing officers
- Continue to work on the slate if not completed by the time of Executive Committee meeting. Must be finalized no later than July 31
- The conference will reimburse travel and other expenses related to the job according to the Standing Rules.
- Overnight stays may be necessary.

RESOURCES

Handbook (on line) Each District Directory, Current Pacific Northwest Conference Standing Rules, Committee on Nominations Manual (on line)

MEETINGS—ATTENDANCE REQUIRED

- Executive, Nominations, Finance 1.5 days in January, April, July, October
- Annual Meeting/District Leadership Development 1.5 days in October

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.)