

PREPARED ESPECIALLY FOR:

FOR THE POSITION OF:

District nominating committee chair

KEY MEETING DATES:

All district committee meetings
District annual meeting
Nominating committee meetings

POSITION CONCEPT: The nominating committee provides fresh resources to the district committee through building of a committee that is representative of the district. By developing a committee of top-caliber individuals from the district, the nominating committee will provide individuals who can harness community resources. The committee will meet year-round to identify, orient, and select new district members at large.

PRINCIPAL RESPONSIBILITIES:

1. Chair all meetings of the nominating committee.
2. Build a committee of four to eight top-caliber individuals who represent the district.
3. With the help of the district chair and district executive, evaluate the effectiveness of all district committee members and suggest changes necessary to achieve the district's mission.
4. Solicit the ideas of existing members and community leaders for potential new members.
5. Be familiar with the job descriptions and responsibilities of the functional positions in the district.
6. Through the help of the committee's members, ensure that all potential members are visited and are committed to active participation.
7. Work closely with the district executive to see that all new members are invited to participate in the annual meeting.
8. Present the slate of new members at the district's annual meeting.
9. Encourage all newly elected members to attend the new member orientation.