NOMINATING COMMITTEE
Standing Committee
Reviewed July 2018

Term: 1 year as appointed by MQ Board

Prerequisite: Must be an MQ Member in good standing. Have internet and email access.

Inventory: Bylaws and operating procedures, job description for nominating committee and Board of Directors, access to membership volunteer interests Cvent report, nominating committee file.

Reports to: Past President

Description: Nominating Committee shall consist of five (5) to nine (9) members recruited from the general membership at the annual meeting and include the Past President and a former board member.

Time required: December through April, approximately 6 hours per month divided up among committee members.

Meetings required to attend: January to April to ask for nominations, etc. and then in July the Past President announces the winners.

Budget: $0

PRINCIPAL FUNCTIONS AND RESPONSIBILITIES:

- Read and sign the contracts for the Volunteer Agreement and Conflict of Interest. Turn in signed parts of contract to Office Administrator.
- Use the MQ webmail nomcom@mnquilt.org email.
- Past President shall provide information from MQ Board President /Board Members regarding positions/terms to be filled by Annual election.
- Publicize to members positions to be filled.
- Interview a cross section of members including the board and committee chairs regarding potential candidates for board/other positions. Board/committee chairs should inform the nominating committee of any upcoming special projects and needs/talents the committee should look for.
- Prepare a list of potential candidates for positions.
- Personally contact/interview potential candidates regarding their interest in serving MQ in a Board or other position.
- Solicit brief bios from interested candidates.
- Provide potential candidates with appropriate job descriptions.
- For elective office:
  - The Nominating Committee shall identify and select candidates for vacancies and determine the number of candidates for each office.
The slate of proposed candidates shall be presented at the April regular membership meeting(s) and be opened to nominations from the floor. At the conclusion of the April meeting(s), the slate shall be finalized and a slate of candidates shall be included in the May newsletter with bios.

- The Nominating Committee shall be responsible for the introduction of candidates to the membership, anonymity of the ballot process, the counting of the ballots, the security of the ballot box at the Annual Show and Conference, and other duties that arise to insure a fair voting process.
- Work with Office Administrator to prepare ballots for election at the Annual Meeting. These should be complete in May for people who request an absentee ballot.
- Ballots shall be counted within a week and results of the elections shall be announced at the July membership meeting(s), communicated electronically to the general membership, and published in the August newsletter.
- For appointed offices:
  - Recommend appointments of suitable candidates to President and volunteer coordinator.
- Prepare a report to go into the Nominating Committee file. Include possible future nominees and any suggestions for future committees.