



JOB TITLE: NOMINATING COMMITTEE CHAIR

JOB OVERVIEW: The Chair is a member of the Nominating Committee in the second year of a two-year term. The Chair is a non-voting member of The Guild Board. The Chair oversees the nomination of candidates for all elected positions including officers and members of the Board.

BENEFITS: The Chair will gain experience in recognizing and recruiting talented individuals for service in an established non-profit organization. The Chair will also gain leadership experience.

RESPONSIBILITIES:

- Review Guild Bylaws, Policies and Procedures, qualifications, and job descriptions for the jobs to be filled.
- Lead meetings of the Nominating Committee consisting of the Past President, four members serving two-year staggered terms, and the President-Elect who serves *ex officio*.
- Review The Guild Nominating timeline and establish a meeting schedule for the Committee.
- Attend, support and promote Guild functions and attend General Membership meetings.
- Consult with the President-Elect regarding individuals being considered to chair major fundraising events.
- Write thank you letters to all members who accept nominations for office.
- Keep a list of names of potential leaders for the President-Elect and the Vice Presidents to consider when staffing their committees.

- Inform the Board of the committee's progress following the completion of the slate of nominees for office.
- Nominate members for the positions of President-Elect, Secretary, Treasurer, Assistant Treasurer, Vice President for Education, Vice President for Fundraising, Vice President for Administration & Strategy, Vice President of Membership and all open Board seats. (The President-Elect should be consulted for suggestions for the Vice President positions.)
- Fill the positions of the members for the upcoming Nominating Committee and present to the Board for approval.
- Email the slate of nominees to the Administrator to send with the Notice of the Annual Meeting at least ten days before the meeting.
- Present the slate of nominees to The Guild membership for vote at the Annual Meeting.

QUALIFICATIONS AND SKILLS: The Chair should have past Board experience and should know The Guild and its membership well. The Chair should feel comfortable recruiting individuals for service and recognize the importance of confidentiality.

INITIAL IMPACT: Providing continuity of leadership for The Guild and its membership.

SUSTAINED OUTCOME: Enabling The Guild through continuity of leadership to fulfill its mission of supporting today's symphony and tomorrow's musicians.

TRAINING, SUPPORT AND RESOURCES: Current and past Nominating Committee Chairs; The Guild's administrative documents found at: www.symphonyguildcharlotte.org/membership/resource-guide; League of American Orchestras, Southeastern Orchestra Volunteer Association and Association of Major Symphony Orchestra Volunteers conferences and website resources.

LOCATION OF ASSIGNMENT: The Chair of the committee determines when and where it will meet.