



JOB DESCRIPTION

1. JOB TITLE: NOMINATING COMMITTEE CHAIR
2. JOB OVERVIEW: The Chair is one of the at-large members in the second year of his or her term; he or she will be a non-voting member of the Guild Board for that year. The Chair oversees the nomination of candidates for all elected positions, including officers and members of the Board.
3. BENEFITS: The Chair will gain experience in recognizing and recruiting talented individuals for service in appropriate positions.
4. KEY RESPONSIBILITIES:
 - Review Guild By-Laws, Policies and Procedures, qualifications and job descriptions for the jobs to be filled.
 - Meet with the Nominating Committee, which consists of the Past President, four at-large 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.
 - Consult with the President-Elect with regard to 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 filling their committees.
 - Inform the Board of the committee's progress following the completion of the nominees for office and the completion of the appointees for positions.

3/28/2014

- Nominate members for the positions of President-Elect, Secretary, Assistant Treasurer, Vice-President Education, Vice-President Fundraising, Vice-President Management & Planning, Vice-President Marketing, Vice-President Membership, and all open Board seats. (Note: The President-Elect should be consulted for suggestions for the Vice-President positions.)
 - Fill the positions of the at-large representatives for the upcoming Nominating Committee and any other positions as directed by the Board. Procure from the President-Elect the names of the Advisor and the Past Presidents' representative whom he or she has selected.
 - Email the slate, including the President-Elect's nominees for Advisor and Past Presidents' representative, to the members along with the Notice of the Annual Meeting.
 - Present slate to the Guild membership for vote at the Annual Meeting.
5. QUALIFICATIONS AND SKILLS: The Chair should have past Board experience and should know the Guild and its membership well. He or she should feel comfortable recruiting individuals for service. He or she should also recognize the importance of confidentiality.
 6. INITIAL IMPACT: Providing continuity of leadership for the Guild and its membership.
 7. SUSTAINED OUTCOME: Enabling the Guild, through continuity of leadership, to fulfill its mission of supporting today's symphony and tomorrow's musicians.
 8. TRAINING, SUPPORT, AND RESOURCES: Training includes attending the annual Guild Retreat, meeting with past Nominating Committee Chairs, and reading past reports. Resources include past Committee reports, Guild Bylaws and Policies, Virtual Resource Guide, and LAO Gold Book online.
 9. LOCATION OF ASSIGNMENT: The Chair of the committee determines when and where it will meet.