

## APPENDIX 1.6

### Position Description

## **Nominating Committee Chairperson**

1. Incumbent:

2. Why this position exists:

The Manual (B.7.8.6) requires that all congregations appoint a committee to assume responsibility for nominations. The purpose of the Nominating Committee, according to the Grace United Church Constitution, is to oversee a nomination process that ensures all members of the congregation are appropriately represented on the Grace Council. The **Nominating Committee Chairperson** is responsible to convene and chair this committee.

3. Who may fill the position:

#### Ex Officio

The Past Chairperson of Grace Council is *ex officio* the **Nominating Committee Chairperson**. That is, the person serving as Past Chairperson of Grace Council is automatically the Nominating Committee Chairperson. In the absence of a Past Chairperson, the Congregation or Grace Council will fill the position by election or appointment.

4. What this position does:

4.1. Call and chair meetings of the Nominating Committee

4.2. Prepare and submit a report to the Annual Report

4.3. Attend the Annual Meeting

5. How the person does the job:

5.1. Choose a member at large for the Nominating Committee (someone who will be helpful to you with tasks at hand).

5.2. Have an informal meeting prior to summer, to brainstorm possible candidates for Vice Chair. (Committee consists of Past Chair, Vice Chair, a member of the Board of Trustees, a member at large chosen by Past Chair, Roll Clerk).

5.3. Approach recommended candidates for Vice Chair, prior to summer.

5.4. Approach all Candidates by late October.

5.4.1. *Vice Chair*: Approach recommended candidates (if still needed).

5.4.2. *Secretary*: Approach current secretary to determine if interested in continuing and explore possible replacements if necessary.

5.4.3. *Presbytery Representatives*: Approach current reps to determine if interested in continuing and explore possible replacements if necessary.

5.4.4. *Conference Delegates*: Approach current reps to determine if interested in continuing and explore possible replacements if necessary.

5.4.5. *Financial Reviewers*: Approach reviewers from previous year to determine if all are interested in continuing and explore possible replacements if necessary.

5.4.6. *Membership of Board of Trustees* (as vacancies occur); Approach recommended candidates.

6. Have a meeting in Dec/Jan (email is acceptable) to ensure Nominating Committee members agree on slate of candidates.
7. Submit report for Annual Report (Jan/Feb) listing candidates for upcoming year.

Other

1. If unable to find a Vice Chair:
  - 1.1. Hold a forum in which all possible candidates are asked to attend a Question & Answer meeting.
  - 1.2. If forum finds no candidate, enlist the help of *everyone*.
2. If unable to find Financial Reviewers:
  - 2.1. Consult Grace Council about hiring an outside reviewer.
3. If election is needed for more than one nominated Vice Chair, ballots will be prepared by Chair and Past Chair for use at the Congregational Annual Meeting.

Accountability

The **Nominating Committee Chairperson** position is accountable to the Congregation through the Nominating Committee. Accountabilities and responsibilities are informed by: The United Church *Manual* and the Grace United Church Constitution.

Other Considerations:

Update Position Description

The chairperson of the Nominating Committee is responsible for updating this Position Description annually as needed (in consultation with Nominating Committee and/or Pastoral Team member if necessary) and submitting revisions to Grace Council for approval.

Time Commitment

The task requires X hours over Y days