Nominating Committee Chairperson Duties

nominating@smocking.org

Overview: The Nominating Committee Chair is the primary role providing support to SAGA to develop a list of potential candidates for elected Board positions. The Chairperson leads a committee of elected members and reports to the President Elect. The incumbent in this role will be the recipient of confidential personal information from current and potential Board members. Therefore the incumbent will be a trustworthy individual who is capable of managing and securing personal data. The Nominating Committee Chair will be in possession of proprietary SAGA information which is to be kept in confidence both during and after service to SAGA.

SAGA Board Relationship

- Keep the Board apprised of any problems the committee is having finding a suitable candidate for an office.
- Submit the slate of nominees and contact information to the President Elect.
- Forward to the President Elect the nominating packets of those nominated.
- When notified to do so by the President Elect, send each nominee notification that she meets the qualifications and that her name will appear on the ballot.
- Send unsuccessful applicants a letter of thanks for applying, and encourage them to let their Region Representatives know where they might be interested in volunteering.
- Provide candidates’ names and information to the SAGA Secretary (for use in ballots).

Candidate Management

- Write a “call for candidates” article for the November issue of SAGANews and the SAGA website.
  - List the offices that are open for nominations, the length of term, and the criteria that candidates must meet. Refer to smocking.org for the qualifications and duties of each position.
  - Provide contact information, nominating@smocking.org, for potential candidates and/or those with questions.
- Search for potential nominees.
  - Contact Region Representatives for suggestions.
  - Call SAGA members you know in other areas of the country for their suggestions.
  - Contact committee members and encourage them to look for candidates.
- If anyone requests information on submitting a candidate packet, send list of packet requirements, position description, and a copy of the current SAGA Bylaws.
  - Explain the candidate packet.
  - Explain the duties of the position.
  - Keep communication lines open.
  - Give assistance in submitting a correct and complete candidate packet.
Collect candidate packet which includes:
  - Candidates’ statement
  - Letter of nomination
  - Letter of recommendation
  - Candidate’s picture

Assure all items are submitted exactly per packet requirements.
Process as per procedures listed in Nominating Committee handbook.
Upon selection of the slate, provide candidates’ statements and pictures to the SAGANews Editor for publication in the May Issue.

Committee Leadership
- Prepare form to be used by region representatives during region meetings at Convention that outlines the job description and qualifications for a Nominating Committee member.
- Provide region representatives the list of volunteer names (if any) for the Nominating Committee from the prior year’s ballots.
- At convention, following election of nominating committee members, conduct brief meeting; for elected committee members not in attendance at convention, information will be sent either by e-mail or by postal mail:
  - Welcome members to Nominating Committee.
  - Request their assistance in recruiting nominees.
  - Distribute requirements for nominees.
  - Stress the responsibility of the committee to keep confidential any information they receive as part of their committee responsibilities.
  - State deadlines:
    - Candidates to submit packets by January 31.
    - Committee members to review and return packets to Chairman by March 1 in order to report slate of nominees to the Board by April 15.
- Obtain returned packets from committee members by the deadline.
- Coordinate communication among the committee members to determine a slate of nominees.
- Report the slate of nominees to the President Elect by April 15. At this time forward the packets of those nominated to the President Elect.
- Destroy all other packets.

Communications
- Maintain communications with the Board and committee members.
- Provide a Board report to the President Elect by the 5th of the month.