

As stated in the constitution/Bylaws, this committee shall always be subject to the final authority of the GPCA Board of Directors. A majority of the Board can appoint new members to the Committee, appoint the chairman, and approve members wishing to join this committee

## **Nominating Committee Job Description**

Goal: This committee is a special temporary committee whose purpose is to determine and contact nominees for the GPCA annual election each year, and to relay this information to the board and corresponding secretary. This committee will be appointed and dissolved on an annual basis.

1. This committee chair is to be nominated and approved at the Annual Board Meeting every year.
2. The Chairman will then appoint two members and two alternates using considerations to geographical location of each committee appointment to represent east, Midwest, and west. No more than one Board member may serve on the committee. The Chair will contact each committee member prospect, ask if they will serve, and present the committee members to the board for approval, by January 1st of the year they are to serve. Per the Constitution, the Board will then approve the committee members by January 15th of same year
3. They will then proceed as provided in the constitution:

**"The Nominating Committee shall nominate from among the eligible members of the Club, one candidate for each office and for each position on the Board of Directors and a candidate for the Delegate to the American Kennel Club and shall procure the acceptance of each nominee so chosen. The Committee should consider geographical representation of the membership on the Board to the extent that it is a practicable to do so. The Committee shall then submit its slate of candidates to the Corresponding Secretary who shall mail the list, including the full name of each candidate and the name of the State in which he resides, to each member of the Club on or before March 1, so that additional nominations may be made by the members if they sodesire."**

4. A resume will be obtained for each nominee and sent to the Corresponding Secretary with the name and State in which the nominee resides, by February 15<sup>th</sup>.
5. Once the committee has turned in their nomination documents to the Corresponding Secretary, and reported them to the board, this committee will be dissolved.
6. All committee communications/discussions are confidential, and the slate will beshared with the BOD and corresponding secretary only.

Below is a list of suggested questions to ask each potential nominee to determine whether they could and would be able to serve.

- A. If you were elected to serve on the BOD, what skills do you feel you could offer the club?**
- B. What level of computer expertise do you feel you have, and how often are you on your computer at home? Do you have word, Excel, Powerpoint, html, experience?**

- C. In what ways do you feel the club has benefited you personally?**
- D. When making a decision involving two parties, what is the most important thing you look for in an outcome.**
- E. As a board member or officer, what would like to see the club achieve?**
- F. The BOD operates on a 24/7 Yahoo group, which requires 20 minutes a day on average. Do you have the time and desire to give this much of a commitment?**
- G. Have you had GPCA Committee service, previously or currently? Have you had previous experience on other AKC clubs? If so, please list those committees or duties, and duration.**

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Intellectual Property; All written materials- articles, forms, disclaimers, brochures, photos, artwork, but not limited to these, prepared, authored, received, during the work of this committee by committee members is done with the understanding that the work is done by GPCA representatives, and that all material prepared and received is Intellectual Property of the GPCA. Exceptions by individual contract between member and GPCA may be allowed.

By the authority of the GPCA Constitution/Bylaws, any committee member who does not follow these guidelines may be terminated by a majority vote of the full membership of the Board upon written notice to the appointee; and the Board may appoint a successor for the person whose service has been terminated

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