

Nominating Committee Job Description

Purpose: This is a yearly short-term committee whose purpose is to choose, contact and secure a commitment from nominees willing to serve on the board. The nominating committee will propose a slate of candidates to run in the yearly election of officers and board members.

This committee will be appointed by January 1st of the year in which they will serve and dissolved after completing its task of providing a slate of candidates.

1. The committee chair is to be nominated by the board on or before December 15th.
2. The Chairman will then select two members to serve on the Nominating Committee. The Chairman should take into consideration the geographical location of each committee member appointed to ensure that the committee is represented equally by members from the East, Midwest and West. Two alternates will also be appointed to serve in the event a committee member cannot fulfill their responsibilities. Not more than one Board member may serve on the committee. Per the Constitution, the Board will then approve the committee members by January 15th of the year in which they will serve.
3. The committee of three will function as provided in the constitution.
 - a) 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 [in the years in which they are up for election].
 - b) The Nominating Committee “shall procure the acceptance of each nominee so chosen”.
 - c) “The Committee should consider geographical representation of the membership on the Board to the extent that it is a practicable to do so.”
 - d) “The Committee shall then submit its slate of candidates to the Corresponding Secretary” on or before February 20th so that a mailing can be sent to the membership by March 1st as required in our bylaws.
 - e) Each nominee selected by the Nominating Committee shall submit a nomination form for nominating committee candidates, which may include a 500 word or less statement by the candidate. It is the responsibility of the nominating committee to obtain this document for each candidate and forward it to the corresponding secretary by February 20th.
4. Upon completing the slate and submitting the slate and nomination forms to the Corresponding Secretary, the committee chair will report to the board and the committee will be dissolved.
6. All committee communications/discussions are confidential within the committee, and only the final slate will be shared with the BOD and corresponding secretary.

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, Power Point, html, publisher, google drive and/or dropbox 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 meets by phone each month and meetings last approximately 2 hours. Board members may also be expected to work on subcommittees or complete tasks for the board in between meetings and communicate with the board on the progress of their work by email or chat group. Do you have the time and desire to give this much of a time 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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