

## **Job Description for Nominating Committee**

### **Authority:**

- The Nominating Committee and its functions are addressed in several sections of FUUSA's Bylaws as follows:
  - Article VII, Section 1 designates the Nominating Committee as a Standing Committee
  - Article VIII: Elected positions
  - Article IX: Nominations and Elections processes
- The term for Nominating Committee is three years.
- The Congregation votes to elect committee members at its Annual Meeting in May. The election is contested

### **Major Duties:**

- Identify positions/offices to be filled for the following church year.
- Announce and oversee call for nominations and petition process.
- Identify prospective candidates for positions, with consultation and input from congregational leaders, committee chairs and others as appropriate.
- Recruit candidates to fill slates, with sufficient candidates for contested seats in accordance with the bylaws.
- Screen candidates for eligibility per the bylaw requirements for elected roles.
- Oversee and conduct the candidating process, by which the congregation is informed about candidates and the election process.
- Conduct the election/voting portion of the Annual Meeting, tally, and announce election results at the Annual Meeting.

### **Key Relationships:**

- The Nominating Committee works closely with lay leaders, appropriate Church staff, and the Minister to identify potential candidates for elected positions

### **Time Commitments:**

- Regular meetings begin in December and continue through the date of the Annual meeting. It is the prerogative of the committee to determine an appropriate time table for meeting their responsibilities as outlined above.