

# Nominating Committee

Reviewed May 2015

Nominating Committee has a central role in the life of the Meeting. It builds the spiritual life of the Meeting by thoughtfully discerning the needs of the Meeting and the talents of the people in the Meeting. By best fitting positions that need to be filled with the talents and interests of members and attenders, we support the smooth running and growth of the Meeting and its members.

Purpose: To recommend names of specific Friends for Monthly Meeting to consider for all vacant positions in the Meeting and the Sponsored FGC Gathering Attender.

Responsibilities:

A. In the months prior to the March Meeting for Business, the Nominating Committee:

1. Reviews all committees and positions of responsibility for vacancies.
2. Responds to new needs in the Meeting by recommending changes in Meeting structure.
3. Checks in with people already serving the Meeting regarding their leadings.
4. Finds people willing and able to serve in positions that become open either by completion of term or otherwise. As part of this process, Nominating Committee members send job descriptions to Friends who express interest, or who have been approached by the committee for a position. If a Friend is under consideration to join a committee and is interested, they are encouraged to attend that committee's meeting and/or speak with the clerk of that committee, to find out more about the committee's work.
  - Checks with people about their willingness to continue in their current positions.
  - Recommends a slate of names to the March Meeting for Business.
  - Responds to concerns that may arise as to how new committees or subcommittees are formed.
  - Nominates a Friend as Sponsored Attender to the annual FGC Gathering, and:
    - Provides information to potential applicants and encourages application;
    - Informs applicants of their responsibilities related to the sponsorship.

B. In May of calendar years divisible by five, the committee will send out job descriptions to all committee clerks and other Friends after their positions have received final approval, and ask that Friends give a “five year-review” to all job descriptions. Minor wording changes can be returned to Nominating Committee. Substantive changes should come to Meeting for Worship for Business for Approval. Nominating Committee keeps all job descriptions (with date of last review) on file.

Nominating Committee meets five or more times a year, for about 1½ to 2 hours, beginning in late fall, unless there are midterm nominations to be considered. We report the slate to the March business meeting; the slate is then seasoned until April.

A committee size of three or four works nicely to allow wider representation as to knowledge of members, yet small enough to allow ease of scheduling meetings. Most of the work occurs in the first quarter of the calendar year.

All committees are encouraged to schedule an overlap meeting that includes outgoing and incoming new committee members as a way to facilitate smooth transitions.

Ministry and Counsel nominates Nominating Committee members for terms of three years, with staggered terms so there are usually two members continuing on when a new member begins. The committee terms begin in the new year (January.)