



## The Nominating Committee's Role



1. The duty of a nominating committee is to find the best candidate for each office. The bylaws should not tie the hands of the committee to find more than one person to fill each slot; the committee should find the best candidate for each office. (NOTE: Select the candidate(s) who will give the best service to the organization – what is good for all the members and not on the basis that an office is a reward to be given to a deserving member.)
2. The secretary should give the committee a copy of the membership list, the bylaws, a description of the duties of each office, and the eligibility requirements. The committee must carefully review the eligibility requirement for each office and see that the nominees meet these requirements.
3. The committee should meet, carefully review the membership list, and select the people who they think will do the best job in each office.
4. **Straw Ballot:** An unofficial vote taken to indicate the relative strength on who the members would like to see serving in certain board positions. The nominating committee may conduct a straw ballot by polling the members for first choice and second choice.
5. A member of the committee should then be designated to call each nominee to see if he or she is willing to serve if elected. If someone is not willing to serve, the committee needs to meet again and find another candidate.
6. Prepare and submit a report to be presented at the membership meeting.

**Chairman of the Nominating Committee:** Madam President, the nominating committee submits the following nominations for president, (insert member's name); for vice president, (insert member's name); for secretary, (insert member's name); for treasurer, (insert member's name); and for directors (insert member's names).

7. As soon as the committee reports, it is discharged from its duties. Sometimes the committee is revived to make nominations to fill vacancies or add additional directors.
8. **President:** After the committee report, the chair states: The nominating committee nominates (reads report as presented) and states: Nominations are now open from the floor. Are there any further nominations for president? If no other nominations, presiding officer will instruct the secretary to cast the elective ballot. And so on. If someone is nominated from the floor, confirm that person will accept the nomination prior to voting.

### Tips for Building a Better Board:

1. **Set Board Expectations** – The NAWIC Chapter Board of Directors are comprised of individual members from different walks of life and varied professions. They have joined the board because they want to contribute in a meaningful way. Some members are also looking for networking opportunities, leadership experience, or simply for social



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interaction. We should recognize that board members are volunteers, many of whom may have little experience with this type of position. For board members, being in a leadership or management role many not come naturally. Setting clear expectations is a good idea for all involved. Positions such as director are not “placeholder” positions. Board Members should be aware of their roles and responsibilities towards each other as well as to the organization.

- a. Believe in and be an active advocate and ambassador for the values, core purpose and vision of NAWIC.
- b. Understand the Bylaws, Standing Rules, and Operation Policies of NAWIC.
- c. Have knowledge of Robert's Rules of Order.
- d. Work with fellow board members to fulfill the obligations of the board membership.
- e. Regularly attend board and membership meetings.
- f. Keep informed about NAWIC, its strategic plan and issues.
- g. Keep informed about the industry and the community.
- h. As appropriate, use personal and professional contacts and expertise to benefit NAWIC.
- i. Be available to serve as a committee chair or member.
- j. Agree to step down from board position if unable to fulfill these expectations.

When and how to set expectations: It is important to communicate these expectations to all current and aspiring board members before they are nominated. By doing so, you remove any ambiguity within the association. Roles are defined and responsibilities are assumed. Real work can be done and progress can be made which will improve the boards effectiveness.

2. **Board Orientation:** A board orientation can be the first step in training leaders and setting expectations. Having a simple board orientation can be a great way of introducing new members to the board and a refresher course for long-standing board members. Here are some things to consider:
  - a. Mission and vision statements
  - b. Board's legal and fiduciary responsibilities
  - c. Bylaws, standing rules, and policies
  - d. Strategic plan
  - e. Financial summaries
  - f. Board information
  - g. Committee information
  - h. Meeting process
3. **Managing Your Board:** Here are some team management techniques that board leaders might want to apply:
  - a. Delegate: Matching people and tasks is the key to delegation. Making sure that board members with the right skills are working together on appropriate



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reports, agendas, initiatives, or committees will tremendously increase productivity.

- b. **Motivation:** Understanding the interests and needs of the board members is key to motivation. Knowing what they expect and value can help keep them motivated and interested.
  - c. **Participation:** Group dynamics can impact the productivity and enjoyment of the board, so making sure that some members don't dominate conversation is key. Making board members feel involved and free to have their say can do wonders for morale and productivity.
4. **Effective Communication:** Relationships and communication among board members is crucial for success. Aim to have clear communication between all board members and that board members are connecting with the membership.