



## AAUW NEW MEXICO NOMINATING COMMITTEE CHAIR

**STATUS:** Serves as member of the Leadership Team. Elected in even-numbered years for a two-year term with a limit of three consecutive terms.

**QUALIFICATIONS:** Prior experience on either the Nominating Committee or AAUW-New Mexico Leadership Team.

**VACANCY:** Appointed by the Leadership Team upon recommendation of the President.

**COMPOSITION OF THE NOMINATING COMMITTEE:** The Chair plus geographical area representatives appointed by the Leadership Team.

### DUTIES AND RESPONSIBILITIES:

The Nominating Chair shall:

- Form the Nominating Committee in consultation with the President to ensure the members represent geographically diverse parts of the state. Present the committee to the Leadership Team for approval not later than the fall LTM meeting.
- Inform the branches of the officers to be elected and deadline for submitting suggestions to the committee. This task may be accomplished by use of *The Roadrunner*.
- Obtain lists of branch officers and/or yearbooks for use by the committee.
- Report to the committee all names received and send copies of all vitae to each committee member.
- Present the list of nominations to the first business session of the convention.
- Maintain a file of current job descriptions for each elected office. Be responsible for delivering to each nominee before the election a copy of the general job description for the Leadership Team and the specific job description for which they have been nominated.
- Administer and account for the nominating committee budget item. Submit a budget request for the coming year to the Finance Chair by April 1.

- Plan with successor for a smooth transition of responsibilities. Prepare material and pass on permanent files, including current job descriptions before July 1 or the conclusion of office.

The Nominating Committee shall:

- Receive suggestions from members and branches for nominees. Suggestions must be accompanied by a completed vita. Each committee member shall canvas the branches assigned to her for qualified nominees.
- Meet to prepare a list of one or more nominees for each office who best fulfill the qualifications, represent age, ethnic, cultural and geographical diversity and have received the recommendation of the majority of the committee members. This meeting may be by telephone, e-mail, or other electronic means.
- Present the above-mentioned list of nominees to each branch at least one month prior to the State convention. This is most easily accomplished by publishing the list in *The Roadrunner* and/or on the State webpage.