



SCE NOMINATING COMMITTEE VOLUNTEER JOB DESCRIPTION AND QUALIFICATIONS

SCE Bylaw Description

Section L. Nominating Committee

Each year approximately sixty (60) days prior to the annual meeting the Nominating Committee shall provide to the Board of Directors a list of nominees for membership on the Board of Directors, using a fair, open process to identify qualified individuals who wish to serve.

Purpose of the Committee

Members of the Nominating Committee should recognize their responsibility to SCE through the recruitment of a strong candidate pool to secure leaders for the facilitation of the Association's Strategic Plan and will identify, recruit, accept nominations, and verify credentials for candidates for the Board of Director vacancies. The primary function of each person on the Nominating Committee is to actively recruit individual members to run for all open positions. The members of the Nominating Committee will benefit from knowing that they have guided the Association in the process of recruiting and elect new leaders.

The function of the Committee is to

- Recommend, recruit, and encourage nominations for annual Board elections; will assist in the solicitation and review of nominees
- Develop candidate application form;
- Provide list of willing individuals as nominees to the Board of Directors
- Communicate with constituency about voting timeline, importance of voting and eligibility for voting; will assist in the development of resources for and the promotion of the election process;
- Improve process with suggestions, and certify the best candidates;
- Develop board application and candidate interview process;
- Develop and implement a communication plan for recruiting of candidates and to share information regarding the nominating and election process;
- Complete all tasks determined as necessary by the committee and/or Board of Directors in accordance with any deadline

Eligibility for appointment

Nominating Committee members need to have demonstrated a commitment, preferably in leadership positions within the Association.

Members of this committee must have the ability to think critically about the direction and future of the Association. Members must represent the Association professionally at all times in their dealings with committee members and in the process of preparing documents related to the solicitation of nominees and determination of candidates.

Formal education in the field is not necessary, but some demonstrated experience or involvement in strategic planning and/or election planning is highly desirable.