

## Nominating Committee

### *Purpose*

The Nominating Committee presents to the Meeting for Business the names of candidates for all committees and other positions necessary to carry out the functions of the Meeting.

### *Specific Responsibilities*

The Nominating Committee meets in worship seeking divine guidance in discerning how the gifts of members and attenders may best serve the Meeting. Members of the Nominating Committee talk with active members and attenders to establish the slate of candidates. Nominations are made with a balanced regard for proved experience, potential leadership, continuity, and full use of the resources of the meeting, as well as individual preferences. The committee is encouraged to be bold, giving opportunities to younger Friends and to those more recently arrived, and encouragement to those who underestimate their own potential for service.

The Nominating Committee is also responsible for maintaining an updated hard copy and electronic file of job descriptions for committees, officers, and representatives of the Meeting. The committee will periodically ask those serving on various committees and in other positions to revise and review such job descriptions. Substantial changes should be brought to the Meeting for Business by the relevant individual or committee. Copies of job descriptions will be provided to new committee clerks, officers and representatives.

Because the Oversight Committee is responsible for the care of members and attenders of the Meeting – and the health of Meeting committees – the Nominating, Mutual Care, and Care of the Meeting Community Committees should keep one another informed if they learn of individual or committee issues that should be addressed. Based on Nominating Committee discussions with members and attenders, the Nominating Committee may present information to Care of the Meeting Community Committee for forwarding to Meeting for Business regarding committee structure.

Occasionally the Nominating Committee may find it difficult to fill a position or positions, in which case the committee should bring that concern to the Clerk of Meeting, and/ or the Meeting for Business.

The committee reads and responds to Advices and Queries as directed by Worship and Ministry Committee and presents a response to Meeting for Business.

The Clerk serves as a member of the Strawberry Creek Monthly Meeting Corporation Board and shall perform all duties required by the Bylaws of the Corporation. Required regular Board Meetings are held annually during Strawberry Creek's May Meeting for Business, and decisions are arrived at by the Board under the guidance of Spirit.

### *Size*

Nominating Committee normally consists of up to eight members and/or attenders.

### *Term & Duration*

The term of service is the calendar year, January 1 through December 31. Usually committee members agree to serve for two years and have overlapping terms to ensure continuity in the nominating process. The clerk serves for one year at a time as clerk, but may be re-nominated and approved by Meeting for Business for a second year.

### *Nature and Frequency of Activities*

Nominating Committee is very busy from January through April, when committee members talk with each Meeting member and attender at least once. They usually begin meeting twice a month and may meet weekly if necessary. Meetings are much less frequent (monthly or less) the rest of the year to fill

vacancies and deal with other committee responsibilities. Much of the time involves trying to match individual interests, skills, and personalities with Meeting and committee needs.

#### *Qualifications*

Friends asked to serve have experience with our Meeting and have served successfully on at least one other committee. The clerk of the committee is normally a member of the Meeting; however, Meeting for Business has minuted that an attender with extensive experience with our meeting and some experience with the committee can serve as clerk if the Meeting is so led. Friends serving on the Nominating Committee are expected to be comfortable talking to people and to be familiar with as many meeting members and attenders as possible.

#### *Committee Selection*

Members of the committee are nominated by the "Naming Committee," an ad hoc committee of three people. The names of the three proposed members of this committee are suggested by the Clerk at the September Meeting for Business and after discussion approved by the Meeting. The Naming Committee brings to the November Meeting for Business names of individuals for the Nominating Committee Clerk and new members, in order to season and seek final approval by the December Meeting for Business.

*Revised 1/05*