NOMINATING COMMITTEE

OBJECTIVES
To submit to the chapter members the formal nominations, as provided for in *Chapter Bylaws*, for all officers and board of governors' vacancies.

STRUCTURE
This committee shall be appointed by the chapter's board of governors and shall consist of the chapter president and other members. Other than the president, this committee shall not contain a majority of members who are represented on the board of governors.

RESPONSIBILITIES
1. Keep in contact with chapter membership, especially with new and active members, in order to identify prospective talent for various chapter posts.
2. Maintain a database of potential chapter officers, committee chairs, and board of governors for future nominations.
3. Keep in touch with chapter officers and committees in order to maintain a continuing evaluation of the capabilities, interest, and performance of officers and committee members.
4. Meet several times during the chapter year before formal nominations are required to consider in depth the potential candidates for nomination.
5. Confirm with candidates their availability to accept any position for which nominees have been considered.
6. Make recommendations to the officers and board of governors that will promote the optimum chapter health in terms of membership resources and utilization.
7. Prepare and have available at the chapter annual meeting appropriate ballots for use if needed.
8. Prepare succession plan for all chapter officers and committee positions.
9. Maintain a file of pertinent records and correspondence concerning nominees and transfer this file to the succeeding nominating committee at the conclusion of each chapter year.

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