

Nominating Committee Chair

Role Overview:

The Nominating Committee Chair presents a single slate of candidates for the offices of President, Vice President, Secretary, Treasurer, and Nominating Committee Chair to the Guild. The committee consists of five Guild members: the Chair and four members appointed by the Chair. The Nominating Committee Chair takes office in May and must have served on the Nominating Committee the previous year. The Chair is a voting member of the Board of Directors.

Key Responsibilities:

- **Advisory Role:**
 - Carry out duties as assigned by the President of the Board of Directors in addition to those outlined.
 - Attend all meetings of the Board of Directors and Guild, as well as other meetings as required by the President.
 - Show appreciation for Committee members through thank you notes or other means.
 - **Website Review:**
 - Review the content of the public section of the Guild website to ensure accuracy of information related to the committee's work. Send necessary changes to webmaster@heardguild.org.
 - **End-of-Year Duties:**
 - Review the committee chair job description posted on the Guild website and make necessary changes. Send updates to webmaster@heardguild.org.
 - Submit an annual Committee Report summarizing the year's activities.
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Tasks:

- **Recruitment:**
 - Familiarize yourself with Guild members' skills and involvement to identify potential officers.
- **Nominating Committee:**
 - Call a Nominating Committee meeting in January to develop a slate of candidates for open office(s) and up to four members for the incoming Nominating Committee (who are not currently serving). The Chair for the incoming Nominating Committee should be chosen from the current members.
 - Obtain consent from each individual on the proposed slate of officers and Nominating Committee members.
- **Presentation:**
 - Present the slate to the Board of Directors at their February meeting.
 - Submit the slate to happeningnow@heardguild.org for publication in the March *Happening Now* newsletter.
 - Announce the slate at the March general meeting.

- **Nominations:**
 - Accept nominations from the floor at the March meeting, provided consent has been obtained from the nominee. Floor nominees must meet the qualifications outlined in the Guild By-Laws (Article X, Sec. 3, Para. 2).
 - **Election:**
 - Assist the President in the election of Guild officers and the Nominating Committee at the April general meeting, following the Guild By-Laws (Article X, Sec. 3, Para. 5).
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Timeline:

- **September–December:**
 - Familiarize yourself with potential officer candidates' skills and backgrounds.
 - **January:**
 - Convene the Nominating Committee and select a single slate for each vacancy.
 - Obtain consent from each candidate for nomination.
 - **February:**
 - Present the slate to the Board of Directors and Nominating Committee at the February Board meeting.
 - Submit the approved slate to *Happening Now* for publication.
 - **March:**
 - Announce the slate at the March general meeting.
 - **April:**
 - Assist the President in the election of officers and Nominating Committee members at the April general meeting.
 - Review the website job description of the committee's work and submit updates to webmaster@heardguild.org.
 - Submit the annual Committee Report as outlined under "Duties."
 - Acknowledge the work of Committee members.
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The Heard Museum Guild Board encourages innovation and process improvement. Any new initiatives or changes should be discussed with the assigned Coordinator or Guild Executive Committee and, if needed, approved by the Guild Board or Museum.