

NOMINATING

April 2007

Role: To develop a slate of nominees for officers and committee chairs of the Fellowship. The Immediate Past Chair shall serve as Chair of the Nominating committee.

Responsibilities:

- Submit suggestions for two committee members for Executive Board
- Receive Executive Board approval no later than January of each year.
- Schedule and facilitate Nominating committee meetings
- Solicit the Minister's recommendations for UUFM officer and committee chair candidates for the coming year.
- Solicit current UUFM officers and committee Chairs recommendations for UUFM officer and committee chair candidates for the coming year.
- Encourage committees to meet and select their chairs for the next year.
- Poll the membership via newsletter, the Sunday Bulletin and the list serve, inviting individuals to volunteer for a position or provide feedback regarding potential candidates for the Executive Board, committee chairs, and committee members.
- Recruit candidates for all elected and appointed vacant positions.
- Discuss job responsibilities with each candidate.
- Verify acceptance with each candidate.
- Present slate of elected and appointed positions to the Executive Board at their March meeting.
- Submit slate of elected positions for the newsletter to the Fellowship Administrator by the 15th of March.
- Present slate to the congregation for a vote at the annual meeting in April.
- Make Sunday announcements about as needed.
- Submit announcements for the Sunday bulletin by noon on Thursday as needed.
- Orient new Nominating Committee chair as needed.
- Transfer materials to new Nominating Committee chair as needed.
- Submit appropriate year-end materials to the Fellowship Administrator for filing.

Elected Positions: Chair, Chair-Elect, Secretary, Treasurer, Immediate Past Chair, and two Members-at-Large.

Appointed Positions: Building Chair, Caring Chair, Sunday Coffee and Refreshment Coordinator, Finance Chair, Green Sanctuary Chair, Grounds Chair, Historian, Long Range Planning Chair, Membership & Welcoming Chair, Ministerial Relations Chair, Music Chair, Personnel Coordinator, Program Chair, Public Relations Chair, Religious Education Chair, Social Action and Community Service Chair, Social Events Chair, University Activities Liaison, and Welcoming Congregation Chair.