

Prairie Star Quilters Guild
Position Description

Nominations Chair

Purpose:

The incumbent is responsible for preparing a slate for election to the PSCQG Board of Directors.

Term and Qualifications:

Elected for a one-year term. There is no limit on the number of terms.

Major Responsibilities:

1. Serves as a member of the Board of Directors and attends Board meetings or submits a written report.
2. Arranges for a Nominating Committee, which includes the Nominations Chair and a representative from each chapter.
3. When making the proposed slate, verifies that the individuals meet the qualifications for the positions. The nominations chair is not eligible to be on the slate for an Executive Board position
3. Prepares a slate of nominated officers to the Board of Directors for approval prior to publication in the Guild's newsletter. The slate must be published in the Guild's newsletter at least 30 days prior to the annual business meeting.
4. Ensures that all nominees receive written copies of their job descriptions, Guild by-laws, and Guild policies.
5. With Board of Directors' approval, fills any Board position that becomes vacant for any reason before completion of the term of office.
6. Ensures that all position descriptions are reviewed annually and that position descriptions on the Yahoo Board Website are current.
7. Attends the transitional meeting and provides successor with information to ensure a smooth transition.
8. Annually reviews position description and recommends changes as needed to the Board.