

## Nominations Committee

### Purpose:

This committee 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.
2. The committee holds one voting position on the Board of Directors.
3. The Chair or designee attends monthly Board meetings or submits a written report.
4. The committee will appoint a chair and be comprised of one or more representatives from each chapter.
5. 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
6. 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.
7. Ensures that all nominees receive written copies of their job descriptions, Guild bylaws, and Guild policies.
8. With the Board of Directors' approval, fills any Board position that becomes vacant for any reason before completion of the term of office.
9. Works with the Secretary to ensure that all position and committee descriptions are reviewed annually and that the descriptions are posted in the Guild's electronic document repository (Google Docs or similar).
10. Works with the website administrator to ensure that the position and committee descriptions posted on the website are up-to-date.
11. Prepares and submits an annual budget for the Executive Board for the purchase of supplies (if needed).
12. Purchases necessary supplies according to the Board approved budget.
13. Maintains a list of the committee's Guild-owned property and provides a copy of the list to the Secretary. The list may be electronic.
14. Regularly checks the Boards email account for committee related correspondence.
15. Uploads electronic documents to the Guild's electronic document repository (Google Docs or similar).
16. The Chair or designee submits a year-end written report to the Board annually.
17. Attends the transitional meeting and provides successor with information to ensure a smooth transition.
18. Annually reviews its own committee description and recommends changes as needed to the Board.