

NOMINATING COMMITTEE

PURPOSE

To identify a slate of officers for open board positions and present it for a vote at the AAUW Maryland annual meeting.

RESPONSIBILITIES OF THE NOMINATING COMMITTEE OF AAUW MARYLAND

Identify those officers who will complete their terms of office in June of the coming year. Their positions are the ones to be filled.

Provide the Communications VP with a list of open board positions and call for nominations for the winter *Marylander*.

Contact incumbent officers who are eligible for a second term and ask if they will serve again. An individual may serve two terms in the same office.

Contact previous Nominating Committee members, current board officers, branch presidents and other state leaders for relevant information including suggestions for candidates for the new slate.

Endeavor to develop a diverse slate.

Committee members should share the responsibility of contacting candidates.

Develop a final slate of officers. Committee discussions are confidential.

Present the slate to the AAUW Maryland President and Board of Directors in time to present it to all AAUW Maryland members.

Arrange with the Communications VP to have the slate with photos and biographies, published in the *Marylander* or in a separate notice no later than 40 days before the annual convention. It must be mailed to those who receive it by postal mail and emailed to all other state members.

Present the slate of officers for approval at the annual convention.

SKILLS HELPFUL TO THE POSITION

Experience as a member of AAUW Maryland

Familiarity with the AAUW Maryland bylaws relating to the Nominating Committee

Familiarity with responsibilities of board positions as described in the AAUW Maryland Handbook

TIME COMMITMENT

Time commitment is estimate based on past experience.

Committee meetings: 6 hours during the fall months.

Contacting candidates for office: 2 hours per committee member

CALENDAR

Dates may vary based on the date of the state convention.

September Committee begins its discussions.

October through

December Committee arranges for publication of list of open positions and call for nominations in the winter Marylander
Committee sends out requests for names of candidates and contacts them.

January and
February

Committee completes the slate of officers and reports to the President and the board

March

Committee arranges with the Communications VP for publication of the slate to all members.

April/May

Committee chair presents the slate at the annual convention.