

Nominating Committee Roles and Responsibilities

Approved by UUCWI Board of Trustees, TBD

11/22/2020 DPC

Purpose: To find candidates to fill vacancies on the UUCWI Board of Trustees (Board) and to nominate candidates to be elected to the next Nominating Committee (NC).

Nature: This is an independent standing committee responsible directly to the congregation. (Unlike other committees, it is not under the direction of the Board.)

Key Responsibilities:

- To conduct its business in accord with the UUCWI Bylaws.
- To understand and consider the leadership needs and the demographics of the congregation when formulating its slates of candidates.
- To select a chair annually from among the members of the NC.
- To enlist qualified nominees willing to serve terms on the Board, including terms as Officers.
- To enlist appropriate nominees willing to serve terms as members of the NC.
- To propose a slate of candidates for for the Board and NC for consideration by UUCWI members at official annual congregational meetings.
- To offer advice to the Board if vacancies arise before terms on the Board or NC expire.
- To serve as ex officio members of the Engagement and Leadership Development (ELD) Committee.

Ex Officio Members: None

RASCI Considerations and Relationships:

- The chair of the NC is *accountable* for its fulfillment of its role.
- All members of the NC are *responsible* for doing its work.
- The Membership Committee will *support* the NC by providing the membership status of prospective nominees.
- The ELD Committee will *support* the NC by providing information on the training and qualification of prospective nominees.
- The Board will consult the NC if it is necessary to fill vacancies on the Board or NC mid-term.
- Individual members of the Board will *inform* the NC annually, when asked, of their willingness to continue to serve in their roles.
- The Chair of the NC shall *inform* the church administrator, the Board President, and the Minister of the slate of candidates, in a timely manner that meets annual meeting business announcement deadlines.