

# NOMINATING COMMITTEE JOB DESCRIPTION

Revised 09-16-22

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## References

- **Bylaws** - The Villages Women's 18-Hole Golf Association, Article VI – Elections.
- **SOP's** – A. General Administration, Item 3, Elections Self-Nominating Process
- **Job Description** for each open position to be filled.
- **Membership List** for The Villages Women's 18-Hole Golf Association.

## Objective

- The objective of the Nominating Committee is to find the best potential candidate for each open office on the Board. Each Director is required to operate in the best interest of the entire Membership.

## Nominating Committee Duties

1. Select a Chairwoman for the Committee.
  - a. Per the By-Laws, the Nominating Committee will first ask Primary Members to serve on the Board of Directors. Dual Members may be asked to serve if no Primary Member is found for the position.
2. Obtain a written list of open positions from the Board along with any board recommendations for possible candidates.
3. Determine if a line of succession has been established for a particular board position. If someone has been trained or certified for a position, such as a working assistant, that person would be next in line for the opening.
4. Obtain a copy of the latest Job Description for each position the Nominating Committee will be attempting to fill.
5. Review each Job Description so the Committee has a good understanding of the requirements and qualifications for each position and be able to convey these requirements to the potential candidate.

**Note:** If a nominee does not have the qualifications required for the position, the Committee must continue the search for a candidate that does.

6. Obtain the latest copy of the Membership List from the Membership Director.

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7. Request the Captain of The Villages Women's 18-Hole Golf Association to send out a blast e-mail to the Membership asking any member interested in any one of the open positions to contact the Chairperson of the Nominating Committee.
  8. The Committee should meet, carefully review the membership list and select the women who they believe will do the best job in each open position.
  9. A member of the Committee should then be designated to call each nominee to see if she is willing to serve if elected. If someone is not willing to serve, the committee needs to meet again and find another candidate.

**Note:** All members of the Committee may make calls to potential candidates as long as they are not calling for the same position.

10. If a person is willing to serve, provide her with a copy of the Job Description for that position so that she may review it prior to her acceptance to be formally nominated.
11. Once the selected nominee's have agreed to be nominated for a position on the Board, the Nominating Committee will provide a list of the nominees to the Captain of the Women's Association for Board review.
12. The Captain will then post the list of Nominees at least two weeks prior to the Fall General Meeting.
13. Withholding any extenuating circumstances, the Nominating Committee's job is completed.

## **Self Nominations (By-Laws, Article VI, Section 1)**

1. Those members who wish to self-nominate must inform the Captain three weeks prior to the General Meeting. Their names will be included along with the slate of Directors proposed by the Nominating Committee. These names shall be posted on the bulletin board and emailed at least 2 weeks prior to the election.

## **Elections Self Nominating Process (SOP's, Item 3 under General Administration)**

- a. Members wishing to Self Nominate for an open Board position will refer to the Association By-Laws Article VI, Section I.
- b. The Member must advise the Captain, in writing, her wish to be considered as a candidate a minimum of three weeks in advance of the scheduled Fall General Meeting.

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- c. The Captain and the Nominating Committee reserve the right to interview the self-nominee to ensure there is a clear understanding of the position, its qualification requirements, and length of term.
  
- d. If the self-nominee does not have the skills required to carry out the tasks defined in the Job Description, the Captain and the Nominating Committee may withdraw the candidates name from the slate.