

Nominating Committee Job Description

The duties of the Nominating Committee are specified in Article VII of the Salty Sister Bylaws. Each member should read those provisions before the committee convenes. In brief:

- The committee must be elected by the Board at its May meeting. The names of the committee's members must be posted the following week, and the committee shall meet no sooner than two weeks after the members' names are posted.
- The Bylaws specify that the committee shall consist of a chair and four members. Although the Bylaws do not specify how the chair is selected, in the past the chair has been elected by the other committee members at the first meeting of the committee.
- The committee must nominate one member for each of the following offices: Captain, Co-Captain, Secretary, Treasurer, and Awards Officer. The committee must nominate two members each for the Director positions (generally three) that must be filled.
- The Bylaws specify that nominations must be sent to the Secretary at least four weeks prior to the annual meeting.

The work of the committee generally takes place over a brief period of several weeks following its election. The committee should meet in person or remotely at least twice: once at an initial meeting; a second time to complete the slate of nominees.

If the Board has not specified a chair, the first order of business at the first meeting should be the election of a chair. Thereafter, the meetings may be run informally and collegially. Members should discuss the offices for which the committee must nominate candidates and discuss potential candidates to fill those offices. The practice and tradition is that the Co-Captain for the current year will be nominated to run for Captain. In addition, an individual serving as Secretary or Treasurer generally will serve two years, but the committee will need to determine whether the individual is willing and also whether she should be renominated for that office. The chair informally should consult with the nominee for Captain regarding her views on individuals who might be well-suited for the offices to be filled.

In its deliberations, the committee may find it useful to develop a slate and also an appropriate number of alternate candidates. After developing a slate, the chair, with the assistance of other committee members, should contact the selected individuals and ask whether they would be willing to run and, if elected, serve.

When the committee is satisfied that all of the required candidates have been selected and are willing to serve, the chair should forward a report to the Salty Captain and to the Secretary. Thereafter, other requirements for the election of officers must be carried out by the Secretary and the Captain, as specified in Article VII.

The 2024 Nominating Committee members were as follows: Dee Gill, Pat Burrows, Barbara Mehaffey, Beverly Smoak and KT Trudeau (Chair).