



## **MN Chapter of NIGP Job Descriptions**

### **Nominations Committee Chair**

#### **Responsibilities:**

The Nominations Committee Chair shall be responsible for gathering members who are interested in being nominated to a Board position, and presenting these nominations to the membership for election. The Nominations Committee Chair is also responsible for gathering nominations for Chapter awards, reviewing such nominations with the Nominations Committee, and presenting these awards at the annual meeting in January.

#### **Term:**

Two years.

#### **Job Duties:**

The Nominations Committee Chair is responsible for finding members who are interested in being on the MN NIGP Board, determines whether they are interested in being an officer or a Board Member, and presents these candidates to the membership for election. Elections are prior to the start of the Business meeting at the Fall Conference, at which time results of the election are announced. Duties include:

- Informs Chapter membership of open Board positions. Publishes a description of responsibilities and the request for nominations on the website
- Seeks recommendations for the open Board positions with contact information. Speaks with current Board members who are eligible for re-election to see if they are interested in serving again
- Continues to make personal contact with recommended individuals until all positions have at least one (preferably two or three) nomination before the ballot is prepared
- Prepares ballot and publishes on the website
- Meets with Nominations Committee to count ballots after close of elections. Reports results to membership at the Fall Conference

The Nominations Committee Chair is responsible for encouraging nominations for the various awards the Chapter officers, and for recommending modifications to the awards in an attempt to encourage additional nominations. Duties include:

- Makes suggestions for appropriate changes to awards program through the actions of the Board as needed. Ensures all changes are published on the website
- Announces the award program at Chapter meetings and coordinates publication on the website and social media as needed
- Encourages members to nominate others or themselves for the appropriate awards
- Accepts nominations prior to the November deadline established by the Nominations Committee Chair for all Chapter award nominations



## **Nominations Committee Chair**

- Brings all nominations/recommendations forward for approval by the Board during the December meeting
- Assists in the presentation of the awards at the January meeting

The Nominations Committee Chair shall perform other duties, including:

- Orders awards to be made in time for the January meeting
- Orders award of recognition for the outgoing Chapter President to be made in time for the January meeting