

**Tennessee Valley Unitarian Church
Nominating Committee Charter
Revised per 6-21-15 Board review**

Approved by

_____ **Linda Randolph** _____
Church President **Date**

Senior Minister, CEO **Date**

1. **Purpose of the Charter:** This charter describes the membership and responsibilities of the Nominating Committee of TVUUC.
2. **Authority:** The Nominating Committee operates as a congregational committee and as such is accountable to congregation and secondarily to the Board of Directors.
3. **Scope:** The Nominating Committee has responsibility for identifying qualified candidates, in terms of appropriate skills and/or interests, to be presented on the slate of candidates for the election at the annual congregational meeting. The Committee also has the responsibility for suggesting, upon request from the Board, qualified candidates for Board-appointed positions and for suggesting names for possible appointees to fill vacated elected positions between elections.
4. **Positions to be Addressed:** The Committee is to present nominee(s) at the annual meeting for the following positions:
 - a. President-elect
 - b. Secretary-Clerk
 - c. Treasurer-elect, in even numbered years
 - d. Program Council Chair-elect
 - e. Nominating Committee Members
 - f. Chair-elect of the Nominating Committee
 - g. Members of Board of Directors
 - h. Endowment Fund Committee members
5. **Limits of Terms of Positions:**
 - a. President-elect – to serve a three year term on the Board of Directors, one as President-elect, one as President, and one as Past President
 - b. Secretary/Clerk - to serve a one year term; may be re-elected.
 - c. Treasurer-elect –to serve a three year term, one year as Treasurer-elect and two years as Treasurer; will be nominated in even-numbered years
 - d. Members of Board of Directors – to serve three year terms; a necessary number will also be nominated to fill any vacated positions for the remaining length of time.
 - e. Program Council Chair-elect- to serve three years: one year as Chair-elect, one year as Chair, and one year past Chair
 - f. Members of the Nominating Committee – to serve two year terms; a necessary number will also be nominated to fill any vacated positions for the remaining length of time
 - g. Chair-elect of the Nominating Committee – to serve a two year term, one as Chair-elect and one as Chair
 - h. Members of the Endowment Fund Committee –to serve three year terms; a necessary number will

also be nominated to fill any vacated positions for the remaining length of time

6. Membership

The Nominating Committee is composed of six elected members, as listed below, who are also members of the Church. Members may not be elected for successive terms nor can any member serving on the Committee be nominated for an elective position. In addition to these elected members, the President-elect shall serve as a voting member. The Membership Coordinator may also serve as an ex-officio member of the committee.

- a. Two members, elected at the Annual Meeting
- b. The Chair-elect, elected at the Annual Meeting
- c. The Chair, serving the second year of term
- d. Two members, serving second years of term

7. Responsibilities of the Committee

- a. Establish a system for their work.
- b. Search across the Church for candidates including soliciting recommendations and self-volunteers from the congregation.
- c. Reach agreement on who will be invited to serve and by which committee member(s) and in which order.
- d. Create a confidential method for sharing updates in a timely manner.

8. Responsibilities of Members of the Nominating Committee

- a. After initial contact, meet in person with each invitee to discuss the responsibilities the person will be charged to carry out.
- b. Attend meetings and notify the chair in advance of an absence.
- c. Participate in open and candid discussions.
- d. Maintain appropriate confidentiality of conversations in Committee and with congregants.
- e. Assist the Chair in tasks, agendas, and planning.
- f. Review meeting minutes prior to Committee meetings.
- g. Speak with one voice when disseminating information outside of Committee meetings.

9. Responsibilities of the Committee Chair

- a. Work closely with the President and President-elect when asked for suggestions in filling Board appointed positions and vacancies for elected positions.
- b. Serve as convener for the Committee, scheduling meetings as needed, planning and sharing agendas with assistance from Committee members.
- c. Designate members to complete tasks including a Committee Secretary.
- d. Establish a system of communication amongst members.
- e. Maintain a full set of records and archives and forward to the incoming Committee Chair.
- f. Compile and share with Committee members relevant archives including an updated list of people who currently serve in elected positions and those who have served in these positions in recent past years.
- g. Solicit biographies from nominees and submit to the President in a timely manner so arrangements can be made to share this information with Church members at least eight days prior to the Congregational Meeting in which elections are held.
- h. The Chair selects a secretary for the Committee.

- i. If deemed necessary by the Committee, the Chair plans workshops and timelines, and compiles questionnaires and workshop evaluations.
- j. The Chair monitors the overall work of the Committee, ensuring the tasks are appropriately completed.
- k. Assists Secretary in posting minutes for members to review prior to the next meeting.

10. Responsibilities of the Committee Secretary

The Secretary takes minutes and, with the assistance of the Chair, posts these minutes for members to review prior to the next meeting.

11. Decision Making Process

- a. The Nominating Committee will utilize consensus as the primary decision making method.
- b. Critical decisions will be made with every member's input.

12. Meeting Frequency and Duration

The Nominating Committee's initial meeting shall take place by fall of each year and a series of additional meetings shall be scheduled as needed to accomplish their work by early spring.

Revised June 2015 by Nominating Committee

Approved by Board of Directors 6-21-15