

**PRAIRIE QUILT GUILD  
WICHITA KANSAS  
JOB DESCRIPTION  
NOMINATING COMMITTEE**

Article VHI Section 1 states that the Nominating Committee shall consist of five members. One board member shall be elected by the Board of Directors to serve on the Nominating Committee.

**Responsibilities & Procedures**

**The Board Representative shall:**

- call the first meeting of the nominating committee (early-May),
- bring the profile sheets, or the computer printout, to use as a guide,
- bring a current (and updated) copy of guild directory,
- get the nominating box (from the President), which includes cards on all members who have served or been asked to serve
- solicit nominations through announcements beginning in the May newsletter and the May meeting.

**The Nominating Committee shall:**

- meet as necessary to prepare slate,
- elect a chair (as per Article VIII, Section 1),
- review the requirements of the offices for which they are seeking nominations and the information (from the profile sheets and the nominating box) regarding members' eligibility and interest in serving the guild, and review any recommendations individual committee members may have brought to the meeting,
- prepare a slate of officers (president, vice-president elect, secretary, treasurer, finance, hospitality, membership, newsletter, publicity, workshops, and three (4) members-at-large, as well as four (4) members for the next nominating committee and two (2) alternates. *(Recommend 1 member be from current nominating committee)*)
- discuss each nomination and reach consensus before a designated committee member calls or otherwise contacts that individual  
[Members on the nominating committee may be considered for any position for which they are eligible, but should leave the room so that discussion of their nomination may be unimpeded, frank, and open.],
- review with each potential nominee the duties of the office, including attendance at the General Meetings and the monthly Board Meeting (**see note on page 2**)

**The Nominating Committee Chair shall:**

- appoint one member to update and make new cards for members called, recording name of person contacted, position that member was considered for, and comments,
- provide a written report to the Newsletter Chair for publication in the August newsletter
- send letters of thanks and a copy of the job description to each nominee.
- make an oral report at the August Meeting  
**[The Nominating Chair does NOT ask for additional nominations from the floor nor does she call for the vote.]**
- be accountable for Nominating Notebook and expenses incurred  
**All expenses incurred must be documented with provided vouchers and accompanied by receipts before approval for reimbursement will be given by the Board of Directors**
- write a report at the end of the term of office.
- submit copy of end of term report to the President and the Nominating Notebook
- return Nominating Notebook and files intact to the President at the end of term or when requested.

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**Suggestions**

There are certain Board positions that have specific requirements. In order for the PQG to run smoothly the following should be taken into consideration:

Secretary: needs computer skills

Hospitality: this job works best when the Chair can be at BOTH General Meetings

Membership: Computer skills: Excel

Newsletter: Computer skills

Workshops: Needs to be able to set up if using the Extension Office; must spend all day at the workshop

The nominating committee should try to present a slate of officers and board of directors that is balanced, including past board members plus members who have not served but who have demonstrated willingness and ability to serve. The bylaws limit officers to serving no more than two consecutive terms in the same office. While the directors are not limited, specifically by the bylaws and while it is advisable to have people who have served previously, it is recommended that individuals not be called upon to serve continuously, even though rotating through a series of positions. Other members of the guild should be given the opportunity to share their talents.

PQG COMM JOB DESC MS  
WORD: Revised 8/2005;  
Revised 2009

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OFFICIAL NOMINATING COMMITTEE REPORT TO BE PRINTED IN THE AUGUST NEWSLETTER AND TO BE PRESENTED AT THE AUGUST GENERAL MEETING BY THE CHAIRMAN. THE PRESIDENT WILL THEN TAKE THE VOTE.

The Prairie Quilt Guild Nominating Committee submits the following nominations for the Board of Directors for the 20\_\_ - 20\_\_ year:

Officers:

President-  
Vice-President Elect-  
Secretary-  
Treasurer-

Board Members:

Finance -  
Hospitality-  
Membership-  
Newsletter-  
Publicity-  
Workshops-  
Members-at-Large:  
    1 -  
    2 -  
    3 -  
    4 -

The Prairie Quilt Guild Nominating Committee submits the following nominations for the nominating committee for the 20\_\_ -20\_\_ year:

Day - (2 names and 1 alternate)

Evening - (2 names and 1 alternate)

In accordance with the Bylaws of PQG Inc.:

Art. V, Sec. 1 - (*Current president's name*) will serve on the PQG Board as the immediate Past President.

Art. IV, Sec. 3 - (*Current Vice-President Elect*) will serve on the PQG Board as Vice-President.

Art VIII, Sec. 2 - Additional nominations will be accepted from the floor with prior consent of the nominees and provided that such nominations are presented to the Nominating Committee twenty-four (24) hours prior to the August meeting.

Signed: (By Nominating Committee members; listing the chairman first and the others alphabetically.)

(If there is not an immediate Past President, that position is deleted. If for any reason there is not a vice-president elect to move up, then a vice-president is elected.)