



Nominating Chair

Section Volunteer Position Description

General Description

Identifies and nominates, with the nominating committee, qualified individuals for the elected section positions of chair, chair-elect and/or vice chair(s), secretary, and treasurer.

Term

One year. July 1 to June 30.

Specific Duties and Responsibilities

- Upon appointment by the Chair, and concurrence by the Section Executive Committee, identify and appoint four additional committee members, one of whom should be the Immediate Past Chair of the section (if this is not the Nominating Chair)
- Work with the nominating committee on the following:
 - Identify at least one potential candidate for each elected position (chair, chair-elect and/or vice chair(s), secretary and treasurer.
 - Contact potential candidates and confirm willingness to serve, if elected
 - No later than December: publish the slate of candidates in writing to all section members prior to the meeting and present at a section meeting

Qualifications

- Must be a Regular member of the Society affiliated with the section.

Time Commitment

Approximately four hours per year.

Related Documents

- [Section Bylaws](#)