

Western Reserve Society SAR Officer, Trustee & Leadership Handbook

Nominating Committee's Responsibilities and Guidelines

The Committee is normally chaired by the immediate Past President and is normally comprised of Past Presidents

ADMINISTRATIVE

Maintains an active Committee that encourages active participation and input by all its members

Provides an up-to-date list of Committee responsibilities to each Committee member

Prepares a proposed annual budget for Committee expenditures

By October 31 prepare a preliminary slate of individuals to serve as officers for the following year. Arrange for appropriate individuals to contact the proposed nominees to secure their agreement to accept the nomination.

Prepares a Annual Report of activities by December 31 of each year

Maintains written procedures that will facilitate the assumption of responsibilities by a successor Chairman

FUNCTIONAL

Nominates at the annual meeting individuals for the following positions: President, First Vice President, Second Vice President, Secretary, Treasurer and the three members of the Board of Trustees whose three-year term has expired or members of the Board who are no longer able to serve.

Recommends to the incoming President individuals who should be appointed a chairmen and members of specific committees to develop their knowledge of the organization.

Produce and distribute an updated OFFICER AND TRUSTEE HANDBOOK to all new officers, trustees and committee chairmen on or before the Annual Meeting. The handbook should include a list of all duties and responsibilities of: Officers, Trustees and Committees. It also includes an organizational chart of the committees; a copy of the following year's bd approved budget; and a copy of all "forms" that require leadership signature each year (Document Retention Policy, Conflict of Interest, etc), and other helpful tools for leadership. If possible, collect the handbooks of officers no longer in leadership positions to recycle their materials. Instead of printing new manuals each fall, distribute the relevant new pages to existing officers for them to add to their handbooks. <Note: currently the Treasurer is doing this job>

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