

Member of the First Universalist Church Nominating Committee Job Description

The primary role of the nominating committee is to recommend a slate of candidates to the congregation each year for executive and vacating positions on the Board of Trustees, the Board of the First Universalist Foundation, and the Nominating Committee.

Serving as a Trustee of The First Universalist Nominating Committee provides unique opportunities to:

- Enrich your personal connection to the Church;
- Expand your knowledge of Church polity and governance;
- Broaden your circle of relationships with members;
- Collaborate with passionate and committed lay leaders and staff to advance the mission of the Church: To give, receive, and grow in the Universalist spirit of love and hope!

Responsibilities

- Volunteer connections and recruitment;
- Prospective candidate interviews;
- Staying in regular contact with current lay leaders;
- Conduct exit interviews with outgoing lay leaders;
- Observing meetings of the Board of Trustees and the Board of the First Universalist Foundation;
- Assisting with special volunteer recruitment/coordination projects that occasionally get assigned to the Nominating Committee by the Board President.

Time Commitment

Serving on the Nominating Committee is a moderate time commitment, but there can be flexibility surrounding assumption of voluntary duties.

It is expected that committee members will make every effort to attend these critical meetings:

- Regularly scheduled monthly committee meetings;
- Occasional meetings of the Board of Trustees and Board of the First Universalist Foundation;
- The congregation's annual meeting;
- Other occasional special/emergency meetings as requested by the committee Chair (rare);

Additional voluntary activities that members may be asked to consider:

- Volunteering for temporary board ad hoc and task force committees.
- Training opportunities.

If you have questions or concerns surrounding the time commitment, please connect with a Nominating Committee member.

Requirements

- This is an elected position, normally requiring a majority vote of the congregation at an Annual Meeting as described in the church Bylaws. The Bylaws also contain special provisions for mid-term replacements.
- In order to be nominated for election you must be a member of the church in good standing, which includes having made a yearly pledge of financial support.
- Some of the following experiences are helpful (but not required):
 - Volunteer leadership experience within the Church;
 - A good understanding of the governance and operational structure of the church;
 - Broad personal connections within the church membership.
 - It is helpful to have one or two members who have professional experience related to recruitment, evaluation and selection of candidates for key leadership roles (HR, Search, I/O Psychology, and/or related experience).

Term

- Nominating Committee members are elected to 3-year terms (following the "church year" which begins on July 1).
- There is a two consecutive term limit.
- Term limit exception: A member may serve two full terms after filling mid-term vacancy.

Key Skills / Abilities / Behaviors

The following skills and abilities are found to contribute to success in the position:

- High energy, enthusiastic approach;
- Strong interpersonal skills;
- Proactive ability to ask others for commitments;
- Boundary keeper - ability to hold information in confidence;
- Team building / team work;
- Action/detail oriented with good follow-through;
- Excellent written and verbal communication skills.