

## **Member of the First Universalist Church Nominating Committee Position 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 member of the 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 lay leaders and staff to advance the church mission: To give, receive, and grow in the Universalist spirit of love and hope

### **Responsibilities**

- Recommend and recruit possible candidates;
- Participate in candidate interviews;
- Maintain contact with current lay leaders;
- Conduct exit interviews with outgoing lay leaders

Members may also be asked to observe some meetings of the Board of Trustees or the Foundation Board. They may be asked to assist with special volunteer recruitment or coordination projects infrequently assigned by the Board of Trustees.

### **Time Commitment**

Committee members are expected to make every effort to attend these meetings:

- Regularly scheduled meetings which will become more frequent as the church year progresses and should be finished by May 1;
- Possibly a meeting of the Board of Trustees or the Foundation Board;
- The congregational Annual Meeting;
- Rare special/emergency meetings as requested by the committee Chair

Committee members may be asked to

- Consider volunteering for an ad hoc committee formed for a specific task or
- Consider training opportunities.

### **Requirements**

This is an elected position, normally requiring a majority vote of the congregation at the Annual Meeting. The church bylaws contain special provisions for mid-term

replacements. To be nominated for election, you must be a member of the church who has made a yearly pledge of financial support.

Some of the following experiences are helpful but not required:

- Volunteer leadership experience in the Church;
- An understanding of the Church's governance and operational structure;
- Broad personal connections with church members;
- Possibly professional experience with recruitment, evaluation, and selection of candidates for leadership roles (HR, Search, I/O Psychology, and/or related experience).

### **Term**

A Nominating Committee member is elected to a 3-year term, beginning with the church year on July 1 following election at the Annual Meeting. There is a limit of 2 consecutive terms, with the exception that a member may serve 2 full terms after filling a mid-term vacancy.

### **Key Skills / Abilities / Behaviors**

These skills, abilities, and behaviors are found to contribute to success in the position:

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

If you have questions on any of the areas list above, please contact a Nominating Committee member.