

ALBANY UU SERVICE OPPORTUNITY DESCRIPTION

Service Opportunity Name/Title: Nominating Committee Member

Service Opportunity Brief Description:

The Nominating Committee insures that there are candidates for all open elected positions at the Annual Congregational Meeting.

Service Opportunity Detailed Description:

From early December to May, the Committee of six members meets six times. First, we canvass incumbents to see if they intend to stay in their position for another year. Next, using our collective knowledge of the church membership, we develop a list of possible candidates for the open positions. Part of this step is to make sure we do not overlook potential new leaders, who might need encouragement in order to feel comfortable stepping into positions of responsibility.

Our next task is to give timely notice to the congregation that we are accepting ad hoc nominations, and to explain to the congregation how that process works. Once there has been adequate time for ad hoc nominations to be received, we start additional recruiting from our list of potential candidates, approaching them in person or by phone. Once a full slate is prepared, we obtain bios from each candidate and get them out to the congregation. The final step is to run the election at the Annual Meeting in May.

Length of Service Commitment: 2 years

This opportunity will enable you to work closely with a small group of people on a task, the result of which will have a lasting impact on our congregation's leadership for years to come.

Skills needed: Members of this committee should be closely familiar with at least a significant subset of members of the congregation so as to be able to contribute names of potential candidates, and to assist with leadership development, which is an essential part of the Nominating Committee's role. Members of this committee should be good communicators, and able to clearly communicate to potential candidates what the volunteer job they are being asked to be a candidate for entails. Because the Committee's schedule revolves around the already-set Annual Meeting the third Sunday in May, members must be comfortable working with committee-set deadlines. Members must be able to accept graciously being turned down by potential candidates without taking it personally, since this does happen on a regular basis.

Training: There is always assistance from the five people on the committee from past years, including the chair, who takes responsibility for making sure the new member that year knows what is going on and is comfortable with the procedures.

Number of positions available: Two positions each year starting July 1.

Key words: