NOMINATING COMMITTEE JOB DESCRIPTION

Roles: The Nominating Committee plays a significant role in the future of Community Foundation for the Twin Tiers. It is appointed by chair of the Foundation, who also names its chair. Persons whose terms expire in the year under consideration are not eligible to serve on the Nominating Committee for that year. They are to fill board openings with qualified individuals from the four counties. They are to: consider and recommend criteria for selection of Board members, invite recommendations and suggestions in writing from Board members, to maintain a roster of potential members who satisfy the criteria, prepare the best possible slate of new candidates to fill vacancies on the Board, examine carefully the past participation of Board members whose terms are expiring if they are under consideration for re-election, explore the interest of candidates in serving without making any kind of commitment to the candidate; to make sure that they understand the time commitment expected of members of the Board, including service on various committees, mail to Board members the month before the annual meeting a written slate of potential new members, re-nominated members, and officers prior to election at the annual meeting, invite new members to the first Board meeting after their election, evaluate continually its procedures and to recommend needed changes, either in procedure or in structure, to the Board as necessary, and propose candidates to fill any vacancies which occur during the year.

Size of Committee: The committee should consist of four individuals.

Composition of Committee: There shall be one member from each of the four counties served by the Foundation.

Quorum: Unless otherwise provided in the resolution of the Board of Trustees designating a committee, a majority of the whole Committee shall constitute a quorum and the act of a majority of the members present at a meeting which a quorum is present shall be the act of the Committee.

Reports: The chairman of the Committee shall prepare a written annual report of the preceding fiscal year. This report shall be submitted to the Board of Directors prior to the annual meeting.