

## **Nominating Committee Charter 2017-2018**

**Mission Statement:** The Nominating Committee (NC) is charged with finding qualified candidates to fill vacant positions on the Board of Trustees, Endowment Committee, Committee on Ministries, and the NC prior to the Annual Meeting.

**Goals:**

- Seek to identify committed members of the congregation who complement the existing members on the various committees.
- Publicize information on open positions on the Board of Trustees and Elected Committees, and solicit applications from members.
- Maintain list of members of elected committees and their terms.

**Roles:** The NC consists of five members who serve a staggered two-year term that begins at the Annual Meeting. Members will select a chair or co-chairs who have served on the previous year's NC. No member of the sitting Committee may be nominated to an elected position by the Committee.

**Responsibilities:** The chair or co-chairs will run the meetings.

**Guidelines:** The committee shall meet monthly at an agreed-upon time.

**Accountability:** The committee shall obtain the assent of each nominee and shall announce its slate no later than April 1 of the year. The Committee shall then submit the list and biographical material to the Clerk not later than May 1. This information shall be presented to the congregation not later than May 15 of the year of the Annual Meeting by mail, electronic means, inclusion in the newsletter and posting on the Congregation's website.