

DSA Nominating Committee Chair Job Description (Difficulty Rating: Moderate; Time: 10 hr/mo -

The chair and committee must have computer skills including the use of word, excel, google drive, email, Facebook, Zoom and WhatsApp.

- Nominating Committee Chair will call a committee meeting before August 1. (July)
- Chair will send an email to the current officers/board members inquiring about their level of interest in serving the next year. A deadline to respond should be provided. (July/August)
- Chair will communicate with the membership via email, WhatsApp, social media seeking volunteers to serve the club. A deadline to respond should be provided, approximately a week. (August)
- Chair will secure a current membership roster. Review the By-Laws Article IV Section 4 to determine eligibility of the members. (August)
- The committee will divide the roster into equal parts and begin phoning eligible members seeking volunteers. A deadline to respond should be provided when phoning members. (August)
- The alternate to the committee may participate in the initial discussions. Once the committee begins to prepare the slate, the alternate will vacate the meeting. (August)
- Once the slate is formed, the chair shall notify immediately to the corresponding secretary and current president the proposed slate. (August)
- Chair will send a letter to all the members who did not make the slate. See letter template in Google drive. (August)