



Committee Description	2.04
Date of Enactment	May 1998
Date last amended	March 2019

Nominating Committee

DEFINITION

The Nominating Committee shall be a standing committee reporting to the designated Board Liaison

OBJECTIVE

The objective of the Nominating Committee is to select qualified candidates for election to national office, in accordance with the Bylaws and policies of ANG, who will continue to promote the object of ANG as stated in the Bylaws, i.e., "The object of this Guild is for educational and cultural development through participation in and encouragement of interest in the art of needlepoint."

STRUCTURE AND TERM OF OFFICE

1. The Nominating Committee shall be composed of a member representative from each area and a non-voting adviser.
2. The Board will make the Nominating Committee appointments.
3. The term of office will begin January 1. Incoming Nominating Committee members may be invited to attend the committee meeting at seminar before their term of office begins.
4. The term of office shall be two years with the following rotation:
 - Even-year appointments: North Central, South Central, and Southeastern representatives
 - Odd-year appointments: Eastern and Western representatives
 - The Board appoints the non-voting advisor. The immediate Past President, if able and willing to serve, will be appointed before consideration of others.
5. The Board may reappoint a committee member for a second term.
6. At the conclusion of the term in office, the outgoing committee member will transfer all files and records to the Chairman or the Board Liaison.
7. The Committee Members will elect the Chairman in January of each year.

RESPONSIBILITIES AND PROCEDURES

1. The Nominating Committee will nominate one or more eligible and qualified members for each office to be filled, in accordance with the Bylaws and Policies of ANG.
2. The selection process will be conducted in an impartial and equitable manner to insure that all qualified members of ANG in good standing be eligible to hold office, except members who have contracts with ANG that prohibit them from holding elected office.
3. An appointed member of the Nominating Committee may not be considered for nomination, but may tender her resignation to the President and be eligible for consideration by the committee.

The Chairman will:

1. Maintain files including but not limited to the following:

- Guidelines
 - Timelines
 - Job descriptions
 - Resumes
 - Historical listing of persons elected to office
2. Provide the committee with guidelines, timelines, position descriptions and other necessary information about the positions to be filled. Copies of correspondence and resumes will be sent to each committee member as needed.
 3. Coordinate with the Seminar Coordinator to set the time and place to conduct meetings to be held at seminar.
 4. Inform the committee that all candidates need to understand that it is a selection process and the request is not a nomination.
 5. Inform the committee that all candidates need to understand that they must speak with the individual who currently holds the office they seek.
 6. Send the following as indicated:
 - The decision of the Nominating Committee to the Board Liaison one month before the *Needle Pointers*' deadline for providing candidate information.
 - Each selected nominee a letter or email of confirmation stating the names of any other nominees for that particular position and the date and information required for publication in *Needle Pointers*
 - Each candidate not selected a letter or email of regret, postmarked or dated the same day as the letters or emails to nominees
 - The Board Liaison a copy of all letters and emails sent regarding the nominations.
 - The slate of nominees and an article for publication in *Needle Pointers* to the editor
 7. Send a written report of actions taken and items for Board consideration to the designated Board Liaison as requested.
 8. Write recruitment articles for *Needle Pointers*, the E-Newsletter, and the website.

The Committee members will:

1. Review the Position Descriptions, ANG Bylaws, and Policies relating to the nominating process.
2. Attend the annual seminar to become acquainted with potential nominees.
3. Through personal contacts, solicit names, consent to serve, and a current resume of members to be considered for a position.

FINANCES

1. Travel expenses up to \$300 will be reimbursed for the chairman to attend meetings at seminar per Policy 4.01.
2. Each committee member attending seminar committee meetings will receive one half-night's lodging per Policy 4.01.
3. There will be no other reimbursement for travel, lodging or PITs (per diem, incidentals, and tips).
4. Reimbursement will be paid for administrative expenses incurred up to the budgeted amount for the business of the committee.
5. ANG Check Request Forms are available from the Treasurer or the designated Board Liaison. Check Request Forms must be accompanied by copies of receipts. Submit Check Request Forms per Policy (#TBD)

GENERAL

This Committee Description may be changed by the Board of Directors, or upon recommendation of the Nominating Committee with approval from the Board of Directors.