

Subject	<b>Job Description – Nominating Committee</b>
Section	Job Description
Date Approved	December 2012; June 2017
Effective Date	December 2012; June 2017
Reviewed Date	June 2017
Revision Date	June 2017

## Nominating Committee

---

**Overview:** The Nominating Committee will consist of three (3) members elected by the members of ONA for a two (2) year term and two (2) members appointed by the ONA Board of Directors for a two (2) year term. No member will serve more than two (2) consecutive terms on the Nominating Committee.

### Responsibilities:

- To determine nominations for appointments, elections, and vacancies except for the Cabinet on Economic and General Welfare, the Committee on Economic and General Welfare Nominations and any other union body.
- To perform the duties described in Article X. Nominations and Elections.
- Responsible for the complete nomination process.
- Provide written communication to ONA’s structural units (bargaining units, constituent associations, ONA staff) at opening of nomination period about positions open, process for self-nomination and deadlines. Repeat the solicitations as needed.
- Provide information about elected and appointed position within ONA
- Identify and recruit new leaders to participate in ONA. Recognize the value of successorship in establishing an engaged membership.
- Develop a slate of candidates

### Expectation of Committee members:

- Meeting attendance
- Participation at ONA Convention
- Willingness to contact potential candidates
- Computer, Internet and email access is required

### Requirements:

- Must be an ONA member in good standing at the time of nomination or appointment and for two (2) years immediately preceding the call for nominations or appointment.

### Time expectation:

- Committee meetings 2-3 hours, 4-6 times per year as needed
- Meetings on-site at ONA or via conference call

- Individual time commitment to contact potential candidates via telephone, email or in person

**Member Support:**

- All Committee members are reimbursed for travel, lodging, meals and child care associated with meeting attendance or representation of ONA. Mileage is reimbursed at the IRS rate. The child care/pet care reimbursement rate is \$100 per day.