

Leadership Development and Nominating Committee Charter Unitarian Universalist Church of the Shenandoah Valley

Approved by the Board: _____
Revised by the Board on: _____

I. Mission

The mission of this Committee is to improve the quality of leadership of the Church by identifying those members of the congregation who demonstrate an interest and ability for leadership positions and by assisting those members in developing the knowledge and experience needed to assume leadership positions successfully.

II. Responsibilities

The responsibilities of the Leadership Development and Nominating Committee will include the following:

- Provide a slate of candidates for open positions on the Board and on the Nominating Committee by April 15th of each year (See “additional guidance” below).
- Work with the Membership Committee to identify new members with potential for leadership and contact them about their interests in participating in Church activities.
- Work with members and friends plus committee chairs to match interests with committee needs.
- Work with Committee Board Liaisons to identify positions of leadership that need to be filled in the near future.
- Recommend to the appropriate Board Liaisons, candidates for Committee Chair positions.
- Assist interested members in finding leadership training opportunities, especially those provided through Central East Region and UUA.
- Develop and maintain a procedure manual outlining the on-going activities and processes used in committee work, which will enable others to understand how the committee does its work.
- No later than fifteen (15) days prior to the Annual Meeting, provide a report to the Board of major activities for the year, including information required in the Bylaws. This information will be included in the Church’s Annual Report to the congregation.

III. Terms and Conditions

Normally, the Committee will meet at least monthly.

Constitution - Article VII: Leadership Development and Nominating Committee

Section 1: Election. The committee shall consist of three members with overlapping three-year terms. At the Annual Meeting, the successor of member of the nominating committee whose term is expiring shall be elected by secret ballot. No member shall serve more than six consecutive years. The terms of all committee members shall be three years, except those of members appointed by the board to fill vacancies, whose terms shall be for the remainder of the term of the member who ceased to serve. In the transition year from one-year terms to three-year terms, the members elected to the committee for one year shall decide which ones are going to have 1,2, or 3 years remaining in their term.

Section 2: Nominations. The Nominating Committee shall present at least one nominee for each vacancy on the Board and at least three nominees for the Nominating Committee.

Bylaws – Article IX: Committees

Section 2: The Nominating Committee (the only Permanent Committee)

Subsection A: Function and Composition. (1) The Nominating Committee shall be responsible for selecting the slate of candidates to include at least one nominee for each vacant position for the Board and Permanent Committees. (2) The Nominating Committee shall be composed of three individuals who must be Members.

Subsection B: Procedures. (1) The Nominating Committee shall solicit candidates for all vacancies on the Board and Permanent Committees through the Newsletter, announcements in the Sunday bulletin, at Sunday services, and by word of mouth. (2) The Nominating Committee shall prepare a written report by April 15 of each year that shall include a biography of each candidate. Each candidate may also prepare a statement of the candidate's aspirations, which shall be included as an annex to the Committee's report. (3) Any Member who wishes to run for the Board or a Permanent Committee but was not nominated by the Nominating Committee, may also submit a statement for inclusion in the annex, (4) Nominating Committee shall submit its report, including the annex, to the Board no later than fifteen (15) days prior to the Annual Meeting (5) Nominations for the Board or a Permanent Committee may be taken from the floor.