

**LANCASTER COUNTY ASSOCIATION for HUMAN RESOURCE MANAGEMENT
(Affiliated Chapter of the Society for Human Resource Management)**

COMMITTEE RESPONSIBILITIES

Committee: **Nominating**

Purpose/Mission of Committee:

To conduct the official process, as specified in the Association's Bylaws, for nominating Officers and Board of Directors.

To submit to the membership a slate of Officers and Directors to serve the Association for the prescribed terms of office.

Committee Composition:

Three Professional members of the Association, none of whom shall be then-current Officers, shall be appointed to the committee by the President. The Immediate Past President shall serve as an advisor to the committee.

Responsible To:

Chapter members and the Board of Directors.

Committee Responsibilities:

1. Reviews current term of office for each Officer and Director.
2. Determines interest of Officers and Directors to continue to serve in current roles and in moving into other leadership roles on the Board of Directors.
3. Analyzes gaps in representation on the Board created by existing or upcoming vacancies due to ineligibility in order to target recruitment efforts.
4. Receives input from Committee Chairs and members of the current Board of Directors relative to Association members who:
 - a. are actively involved in committee activities,
 - b. meet the criteria to serve on the Board of Directors, and
 - c. may desire to serve as a member of the Board of Directors.
5. Following discussion of committee, contacts specified members to determine interest in serving on the Board of Directors.
6. Conducts interviews of interested candidates.
7. Prepares a slate of Officers and Directors.
8. Submits proposed slate to the Board of Directors for approval.
9. Presents slate to the Professional and General members present at the Annual Meeting in June.

Estimated Time Requirements:

Approximately 4 hours of direct, phone, or e-mail communication with committee members and candidates.