**Will you join our committee?**

As incoming President of our Chapter, I am proud to lead the nominations for 2018 Chapter Board Officers. Our bylaws specify that we must create a Nominating Committee to present the slate of qualified candidates to our members. This committee is composed of the President, Past President, up to three (3) chapter members, and myself.

Each year we reach out to select chapter members and invite them to be a part of this committee. Below is a list of expectations and responsibilities for committee members.

**Time Commitment:** 6-8 hours TOTAL

**Responsibilities:**

* Validate list of open board roles
* Verify call for nominations from all active members occurs at the August chapter meeting and via e-mail by the first week of September
* Present a slate of qualified candidates to the membership via e-mail by mid-September
* Confirm candidates elected by a majority of chapter member vote prior to the end of September
* Present final list of elected candidates to members via email by first week of October and at end of year program in December

**Communication format:**

Most of our communication will occur via email or our virtual collaboration workspace – MOXTRA

* We will have three 30 to 60 minute conference calls as follows if needed:
  + **Kick off meeting on August 28, at 12:30 p.m.**
    - Discuss your roles
    - If everyone advises they understand their roles then the meeting will not take place
  + **Nomination confirmation meeting on September 5, at 12:30 p.m.**
    - Confirm list of candidates we are presenting to members
    - Confirm communication to members and Executive Board
    - Email will go out on or by 9/7
  + **Election close meeting on October 9, at 12:30 p.m.**
    - Confirm election results
    - Confirm communication to members and Executive Board
    - Email will go out on or by 10/11
    - Formal introduction to members at December program

It is my hope that you are able to join our 2018 Nominating Committee and assist us with this process. Please contact me via phone or email if you have questions. I look forward to serving with you on this committee.