***NMQA Nominating Committee Chairman Job Description (nominated & elected by membership)***

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| Primary Responsibilities | Calendar of Activities | Activity Detail |
| Seek candidates for NMQA Board Positions | Begin in June | * Look for personal traits of dependability, honesty, professionalism and a demonstrated commitment to NMQA
* Seek diversity of backgrounds - age, life experiences, work experience, quilting experience
* Encourage new members to serve on the Board
* Help experienced Board members switch positions to avoid burn-out
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| Present the slate of elected positions to the membership | November Meeting | Encourage nominees to be present at the meeting |
| Publish nominees in the Quill & seek interested members | September/October Issue | Publish the slate as it is to date. Ask interested members to contact the Nominations chair. List the open positions with a brief description. |
| Have the nominees for elected positions stand for the membership voting | November Meeting | Congratulate the new Board. |