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

|  |  |  |
| --- | --- | --- |
| 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 |
| 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. |