

TWGA Nominating Committee Chairperson Job Description

This position is elected for a two-year term in odd numbered years.

As an elected official, the Nominating Chairperson is a member of the Executive Board.

The Nominating Committee Chairperson selects and leads the Nominating Committee. This committee shall consist of four (4) members, three (3) of which shall constitute a quorum.

It is the task of the Nominating Committee to recommend eligible nominees to the TWGA Board for election at the Annual Fall Meeting and Awards Luncheon. The TWGA elected positions are:

President (even years)

Vice-President (even years)

Secretary (odd years)

Treasurer (odd years)

Nominating Committee Chairperson (odd years)

The Nominating Committee Chairperson shall present to the Board a slate, consisting of at least one (1) candidate for each office and the Nominating Committee Chairperson, prior to the appropriate annual meeting as stated in the By-laws. Additional nominations may be made from the floor.

TWGA Annual Fall Meeting and Awards Luncheon

When called upon by the President, the Nominating Committee Chairperson shall present the slate of candidates to the TWGA membership and ask if there are additional nominations from the floor.

Should there be nominations from the floor resulting in a contested election, each contested office shall be voted upon individually by a secret ballot of the members present.

Once all candidates are known, and contested offices decided by a secret ballot, all remaining offices will be voted upon.

The Nominating Committee Chairperson will then announce the winners of the election.

General

- Attend all Association meetings.
- Notify Sunshine representative of any member who is ill so a card can be sent. Include member's address.
- Review job description each year and update as necessary. Submit to the President, Secretary and Historian.
- Perform other duties as required.

Revised 11/10/22