

Branch Nominating Committee Chairman Position Description

Position Purpose:

To ensure the branch nominates the best candidates for director and other officer positions, to influence those candidates to accept the nomination and to provide the branch with trained backup candidates for all officer and RAMP chairman positions.

Primary Responsibilities:

- Ensure Committee members recognize that this Committee is perhaps the most important to the future of the branch, serving as an integral part of leader selection and leader succession planning. Have each member review the Training Leader's Guide for Nominating Committee Members on the Sirinc. website.
- Report through the Big Sir to the Branch Executive Committee (BEC).
- Ensure there are two or more other members on the Nominating Committee, comprised of widely respected members with a wide range of knowledge regarding branch members willing to serve for the calendar year.
- Provide the Branch Big Sir and BEC with a list of candidates for non-director and director officers, and an Area Governor candidate- all of whom have agreed to serve if elected during the calendar year following the Committee's term.
- Provide a candidate list to assist the BEC in filling any Branch Officer vacancies to the BEC, that will be elected by a majority vote.
- Provide the Big Sir upon request with potential candidates for his RAMP and other Branch Chairman positions. Work closely with the Membership Chairman and others to identify new members who exhibit leader expectations
- Develop a multi-year succession list of candidates suitable for future officer and other key branch positions, and update the list during the Committee's term.
- Maintain Nominating Committee minutes for use by the current and future Nominating Committees.
- Follow these dates:
 1. By Jan. 1- Start work immediately to find the best candidates. Use Branch Officer and Area Governor position descriptions to help in determining each position's qualifications.
 2. Jan. through May- Provide progress reports to the BEC.
 3. By May 31- Provide nominations (including for Area Governor) to the Big Sir and BEC. If no BEC meeting is held in May, do so by end-April.
 4. By July 31- Ensure the officer slate is communicated to Branch members.
 5. Aug. luncheon meeting- Ensure officer elections are held- or July if no being is held in August.

SIR Leader Expectations, Skills and Knowledge Required:

- Understand the RAMP Tool Kit videos and video learning points sections applicable to the function.
- Understand the SIR Leader Expectations.

- Build close relationships with key branch leaders and volunteers to enhance the overall effort.
- Use common word processing, spreadsheet, presentation and email software.
- Understand the SIR organization and whom to contact for specific information and advice.
- Possess knowledge of the contents of the SIRINC.ORG website with particular emphasis on recruiting best practices found in the Branch Information Section.

(Updated 2/28/19 P&P Committee)