

State Nominating Committee Chairman Position Description

Position Purpose:

This position reports to the President and plans, enhances and implements the Nominating Committee's responsibilities.

Principal Responsibilities:

- Plan, staff, organize and lead the Committee to meet the position's purpose. Follow Procedure 46 "How to Appoint and Organize Standing Committees"
- Ensure Committee members recognize that this Committee is perhaps the most important to the future of Sinc, serving as an integral part of leader selection and leader succession planning.
- Follow applicable procedures in Procedure 47, "How to Elect State Officers Other Than Regional Directors and Area Governors".
- Act as the principal spokesman for the Committee
- Build relations with SIR leaders to identify candidates for State Officer positions
- Manage the Committee in a fiscally sound manner while following SIR policies and procedures
- Select from the members of SIRinc and its Branches nominees for election to state offices, other than the Regional Directors and Area Governors to serve during the calendar year next following the year in which they are elected and until their successors have been elected and installed.
- Submit a list of all the qualified nominees for each position to the President by June 1 (Procedure 48.c.2). Indicate, if the Committee has a recommendation, its recommended candidate for each office. (Procedure 47.c.4)
- develop succession candidate lists for State Board positions except Regional Directors and Area Governors.
- develop or ensure development of succession candidate lists for Regional Director and Area Governor positions, working with Area Governors and Regional Directors.

SIR Leader Expectations, Skills and Knowledge Required:

- Demonstrate a positive encouraging attitude, recognizing and rewarding things well done
- Utilize goal setting, action planning and follow-up principles effectively
- Understand and support the SIR Policies and Procedures, SIR Leader Expectations, and the principles of RAMP.

- Provide positive and negative feedback effectively and when appropriate
- Lead meetings effectively
- Have the ability to recognize leadership potential in others
- Build effective relationships with key SIR leaders and volunteers
- Use common word processing, spreadsheet, presentation and email software
- Be familiar with the contents of the SIRINC.ORG website with particular emphasis on the Member's Information Section.