



STATE AND PROVINCIAL NOMINATING CHAIRMAN

Example Job Description and Guidelines

This position's example job description includes references as stated in the International and State Bylaws, and the Compilation of International Policies Relating to States, Provinces, Chapters and Members. State/Province specific Policies should also be referenced for a complete list of the responsibilities for this position. **It is up to each State/Province to define the final job description for their positions. It is these final job descriptions that should be added to or deleted from and should be passed on to each successor.** State/Provincial Board appointees should be given the specific State/Provincial job description of the position before accepting, not following the appointment. Other than as stated in the bylaws, the following are suggestions.

The State/Provincial Nominating Chairman shall be appointed by the State/Provincial executive board, and shall serve until the completion of the Committee's assignment and presentation of the final report.

(See State/Provincial Bylaws, Article IX – Committees, Section 2)

DUTIES:

1. Shall call a meeting with Nominating Committee members and the Advisor, if one is named, (may be a State/Provincial Past President) early in the fall, before the Fall State/Provincial Meeting, if a meeting is held, to review and discuss State Bylaws Article XII - Nominations and Elections.
2. Shall have names of potential qualified candidates from the information on the Credentials Forms in the Chairman's files available for the Nominating Committee. Committee members should come to the meeting with suggestions for qualified candidates. Suggestions for candidates should be solicited from chapters before **January 15** of each year.
3. Shall have the Committee members assist in phoning prospective candidates, especially those in the same chapter.
4. Before a nominee's name can be placed on the ballot, along with a Consent to Serve form, a Credentials form, and the chapter endorsements must be on file with the Nominating Committee Chairman. An example of Consent to Serve form is on the International Quester Web Site.
5. Shall, after deliberation with Committee, telephone the members selected for each office and explain the duties (information received from the State/Provincial President.) An Advisor may be helpful if difficulties arise in obtaining acceptance.

6. Shall send a follow-up letter with a request for written acceptance when a member accepts the specified nomination; the Consent to Serve form may be used. Include a Credential form to be completed if one is not on file.
7. Shall type the ballot, suitable for printing, when required chapter endorsements have been required. Ballot shall include:
 - a) State/Provincial Office
 - b) Term of Office
 - c) Nominee's name, chapter and number
 - d) Chapter endorsements
 - e) Teller's Address

(Refer to previous ballots.) List the deadline date with name and address of the Teller designated by the State/Provincial Executive Board. All ballots shall be returned to the Teller by **MARCH 15**.

8. Shall mail ballots with self-addressed envelopes of Teller enclosed to the State/Provincial Council Members: Elected State/Provincial Officers, Chapter Presidents, Past State/Provincial Presidents, and Chairmen of Standing Committees.
9. Shall send a list of those nominated for each office to the State/Provincial President and the Recording Secretary.
10. Shall send an itemized account of expenses (phone, postage), with receipts, to the State/Provincial Treasurer for reimbursement.
11. Shall send files (notebook) to the State/Provincial President or the next Nominating Committee Chairman.
12. Shall prepare an Annual Report, in triplicate, to be presented at the Annual Council Meeting. (One copy for your file, one for the recording secretary, and one for the State/Provincial President's File.)