

Chairperson Nominating Committee

Major Responsibilities:

- Chairs the Nominating Committee
- Annually review the Chapter Bylaws prior to holding elections
- Give recommended changes to the Chapter Bylaws to the Board of Directors for Board approval
- Assists the Board of Directors with review of the Job Descriptions and makes recommended changes prior to distribution to interested members
- Ensures the Committee has the most current Membership list to assist in identifying Board member candidates
- Regularly creates announcements until the time of election regarding seeking nominees for Board member candidates
- Provides a copy of the appropriate Job Description to interested candidates
- Maintains a Nominating Committee manual which should contain:
 - Current Membership list
 - Current National AALNC Bylaws and the Pittsburgh Chapter Bylaws
 - Current approved Job Descriptions
 - Election Ballots
 - Election results announcements
- Creates a ballot to present to the Board of Directors for approval prior to distributing to members, then finalizes it to be presented to the members for election
- Presents to the Board of Directors a summarization of the ballot results

Requirements:

- Is an active paid member of both the national AALNC and the local AALNC Pittsburgh Chapter
- Attends all Chapter Board of Director meetings
- Possesses excellent communication skills, both oral and written, and can communicate with the Board via e-mail
- Demonstrates commitment to the growth and vision of the Chapter and its Strategic Plan