

Job Description:

Nominating Committee

Institute for Continued Learning at Willamette University

The **Nominating Committee** will consist of the Nominating Committee Chair, appointed by the Executive Director at least two months before the election, and one or two other ICL members chosen by the chair of the committee. Board members are elected for two-year terms and elections are held at the General Membership Meeting at the end of Fall Semester for terms that begin at the end of Spring Semester. Board members are limited to terms of 4 consecutive years with 2 exceptions as specified in the [ICL Constitution](#) (Article 4 - Board of Directors).

Nominating Committee Responsibilities:

- In consultation with the Executive Director, develop a list of current Directors whose terms will be ending.
- Locate and become familiar with current job descriptions for the Board openings.
- Meet as a committee to develop a list of possible nominees to contact for each position, considering their experience and other qualifications. If the committee intends to nominate a current Board member for an additional two-year term, they will need to contact that Board member to determine their willingness to serve again if nominated and elected. Note: term limits are normally four years but there is a process in Article 4 of the Constitution for the Board to waive the limit under certain circumstances.
- Develop a timeline and strategy for contacting the potential nominees to discuss the responsibilities of the position and to determine their willingness to serve in the position.
- Consider Co-Directors for some of the positions if either dividing the work of the position makes sense or if providing a year of learning for a new nominee, paired with an experienced Director, is advisable.
- Consider any nominations from the membership that are received under the process in Article 11 Section 3. (Members may nominate themselves or any other qualified member by sending the nominee's name and qualifications to the Nominating Committee Chair one month prior to the election.)
- Present the nominating committee report to the Board. The report consists of the list of nominees for each open position and their qualifications. The Board may ask the nominating committee to reconsider the choices (Article 11 Section 5)
- Present the nominating committee report to the full membership at least two weeks prior to the date of the election.
- The Nominating Committee Chair may be asked to present the report to the membership at the General Membership Meeting at which the election occurs.

Link to Constitution - see **Article 11 - Elections** for timeline and process
<https://willamette.edu/community/icl/more-about-icl/constitution/index.html>

Link to job descriptions on the website:
https://willamette.edu/community/icl/pdf/board_descriptions/nomination_committee_job_description.pdf