

NCAMOTC Procedures – Nominating Committee

I. GENERAL DUTIES

1. **Bylaws** Review and be familiar with the Bylaws and Procedures of the organization. Review Article VII, Chairs and Duties, Article VIII, Nominations and Elections and Article IX, Vote
2. **Procedures** Keep procedure binder in proper order. Make all necessary insertions, corrections, as needed.
3. **Correspondence**
 - (a) Outside NCA—Use NCA logo on all correspondence.
 - (b) Within NCA—Email (send to recipient’s NCA email address whenever possible).
 - (c) All revised procedures, bylaw changes and other important correspondence needs to be printed and put in your binder under the appropriate section.
 - (d) Copy all emails to President, Membership, and Communication Vice Presidents.
4. **Expense** Submit expense voucher(s) and receipts to the Treasurer for reimbursement. (No later than Dec 15th annually).
5. **Meetings** Attend all meetings of the organization. Notify the NCA President if unable to be in attendance.
6. **OIC** Your Officer in Charge is the Parliamentarian.
7. **Binder** Retain only last two (2) years of information.
8. **Files** Maintain files of all pertinent material.
9. **Review Files** at the end of term and see they are in proper order for your successor.

II. SPECIFIC DUTIES

1. All Nominating communications are confidential and should not be discussed outside the Committee and their OIC.
2. Meet with the Nominations chair to exchange emails and phone numbers.
3. Contact current officers and chairs and potential candidates for the purpose of asking them to fill a position.
4. Distribute the volunteer form and volunteer descriptions by email (send email to Communications VP for distribution) and Facebook.
5. Deadline will be 6 weeks prior to Spring Convention. All candidates must have volunteer forms on file on that date.
6. Be available to the Nominations Chair for review of volunteer forms.
7. Continue recruiting efforts for vacant positions.

III. CONVENTION DUTIES

1. To be nominated from the floor, a volunteer form of that nominee must be on file before the close of the Spring Board Meeting.
2. Additions to the slate can be made prior to the Spring Board Meeting if the committee approves the addition.
3. Report of the Nominating Committee at the Spring Meeting is the final business of the Chair. This also releases the Committee.