



Central New Mexico Intergroup

Job Title:	Nominating Committee Chair	Job Category:	Committee chair*
Abstinance requirement:	None specified, but must be CNMI voting member		
Term of Office:	2 years		

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Job Description

ROLE AND RESPONSIBILITIES

- Be aware of currently vacant committee chair and officer positions
- Be aware of positions whose terms will be up as of the next October elections, or positions which will be/have been vacated due to other circumstances
- Be familiar with the job description for the CNMI committee chair and board positions in order to explain to prospective candidates
- Be aware of the abstinance requirements for committee chair and board positions
- Have an appreciation of the importance of filling service positions to the health of CNMI
- Attend many local OA meetings in order to familiarize yourself with the potential candidate pool
- Along with other committee members, propose names to the nominating committee of CNMI members who would be appropriate to fill vacant positions
- Along with other committee members, contact proposed nominees to recruit them for the proposed (or other) position
- Ensure that candidates meet the abstinance requirements for the proposed position, or if they do not, bring this information to CNMI at the time of elections to see if CNMI will accept the nominee without the required abstinance
- Present a slate of candidates to CNMI at the intergroup meeting prior to elections
- Inform nominees for CNMI positions of the need to either attend the CNMI meeting at which elections are held or to submit a written statement of interest in the position and acceptance of the nomination
- Meet/communicate with committee members periodically for progress report and planning
- Maintain and update the Terms of Office spreadsheet as a means of tracking expiration of terms of office and positions to filled at each October annual election meeting
- Prepare and submit a budget request when prompted by the CNMI Treasurer

PREFERRED SKILLS

Good interpersonal skills to approach potential candidates and encourage their participation in CNMI

Additional Notes

*See CNMI bylaws, Article VII for more information about Committees and CNMI Policy Manual, Article ___ for Committee chair qualifications and duties