



Unitarian Universalist Church of Spokane Nominating Team Position Description

Team Purpose: To nominate members of the congregation for the following positions to be elected by the congregation:

- Board of Trustees (2-3 each for 3 year term, 7 members on the board)
- Nominating team (2 each year or as needed for a 3 year term, 6 members on the team)

Purpose of Position: To work with a team of people to nominate appropriate candidates to present as a slate to the congregation during the Annual Meeting

Responsibilities:

- To meet as necessary with other team members to select potential candidates for the elected positions.
- To approach selected individuals and discuss their interest in the position
- To post timely announcements in church publications regarding due dates for BOT applicants and “biographies” of final slate

Qualifications:

- Must be a voting member of the congregation.
- Have a broad knowledge of congregation members
- Have an understanding of the role and necessary qualifications of the positions that need to be filled

Time Requirements: This team does most of its work during the months of January through April and members must be available then. Total time involved varies, but for most not more than 10-12 hours.

Training Provided: As needed training is provided to new Team Members by those who have served on the team before.

Team Leader: The Team selects a leader from among the six members of the team elected by the congregation.

Responsible To: Team Leader and other Team Members.

Ex-officio: The Team includes the past-president of the Board to participate as an ex-officio, non-voting member to take advantage of the information and resources that person may offer.