

Nominating Committee Charter

As adopted June 18, 2020, by the Board of Trustees.

Mission of the Nominating Committee

The Committee's mission is to identify and recommend to the Board individuals who are qualified and committed to serving the governance function at First Unitarian. This includes nominees for both the Board and its committees.

By-Law Provision (from current By-Laws)

The Nominating Committee is a committee of, and reports to, the Board of Trustees of the First Unitarian Church of Des Moines. The committee is established in Article IX: Committees of the church by-laws.

Section 2: Standing Committees

- a. Nominating Committee. Shall consist of five (5) members, two (2) of whom shall be members of the Board of Trustees and three (3) of whom shall be appointed by the Board from the active membership.

Purpose of the Nominating Committee

The Nominating Committee has two primary purposes:

1. To nominate lay members willing and qualified to serve on the Board and its committees. Board of Trustee nominees accepted by the Board must then be approved by a vote of the congregation at its annual meeting. Nominees for Board committees are suggested to the Board for their consideration and approval.
2. To assist and support lay leader and board development initiatives, as assigned by the Board, that help the congregation achieve its mission, vision and goals.

Composition/Membership/Terms

As outlined in our current bylaws, the Nominating Committee is to have five members. Two of the five are Board members. The remaining three are non-Board members of the congregation. The Board members will serve staggered two-year terms and that non-Board members serve staggered three-year terms. Returning Nominating Committee members will recruit the new non-Board member. (With this schema, each year 2 new members would be coming on to the nominating committee.) The 2nd year Board member will serve as chair of the committee.

Meetings

The committee shall meet as frequently as needed. Monthly meetings will be common, but are not required. Meetings may be more frequent during the 2-3 months before nominations are submitted to the Board (April/May for Board of Trustee nominees).

Committee Structure

The committee will make a commitment to work as a team and fulfill the following roles/tasks:

- Create a work plan and agendas and hold meetings

- Ensure that planning steps and decisions are documented
- Inform the congregation of the nominating process and how to volunteer
- Communicate with the congregation the responsibilities of the Board and its committees
- Present lists of nominees to the Board of Trustees for both the Board and, in collaboration with the various Board committees, its committees; this will include replacements for members with expiring terms and those who have resigned prior to the end of their terms.
- Discuss and educate interested members in the roles and responsibilities of Board members . As requested by the Board, participate in orientation and training for Board members.

Qualifications

Members shall have these general qualifications:

- Be active experienced members of the First Unitarian Church of Des Moines with prior service on church teams, councils, committees or the Board.
- Be willing to become familiar with the needs of the Board and various Board committees.
- Be willing to recruit volunteers for service and interested in assessing the skills and talents of volunteers.

Responsibilities

- Identify and recommend to the Board members who are interested in serving on the Board of Trustees
- Assist the Board in filling vacancies on the Board or its committees by identifying potential candidates.
- Be familiar with the qualifications for, and duties of, members of the Board and the Board's committees
- Report regularly to the Board of Trustees

End of Charter

Other recommendations for the Board to consider:

- All Board committees should have a charter that includes duties and qualifications.
- The Board might consider having non-Board members on all committees. This a typical mechanism for developing Board members in some organizations; committee work is a prerequisite for becoming a Board member.
- Make sure that the congregation is notified of vacancies.