

## NOMINATING COMMITTEE INSTRUCTION MODULE

The nominating committee is the most important committee in any organization; it can change the makeup and tenor of the governing body and therefore change the direction of the organization. If you want to change an organization, get on the nominating committee.

Nominating committee members should be chosen carefully. Too often anyone available is appointed or elected. This is not a good idea. Nominating committee members should be active members of the group with a good knowledge of the membership, a vision for the future, and a dedication to the group's mission and goals. Past presidents make excellent members; they have worked with many members and chairs and have a good knowledge of the workings of the organization.

Nominating committee should have sufficient time to complete the job. A hurried job will mean a less than excellent slate to be presented.

There are two kinds of nominating committees, those that have the welfare of the organization at heart and seek officers who will be active and conscientious, and those that will accept any warm body just to fill the slate. Don't be the later kind. Expect to work at the job and submit a slate of officers that will do wonderful things to move your organization ahead.

Here are the steps for a nominating committee:

1. Start with a pool of good names
  - a. From a club or organization listing
  - b. From experience
  - c. From committee members and chairs
2. Decide on the priority for calling these people—which jobs in which order
3. Make contacts---face-to-face is best. You must convince yourself that the person you are contacting is the best for the job, even if she is not the first on the list. After the others have declined, she is the top choice!
4. Hone your approach
  - a. Mention the good work the person has already done---committees, projects, good work with people, creativity, ability, etc.
  - b. Describe what the organization needs at the moment
  - c. Say, "You're the one for the job!"
  - d. NEVER mention how many others you've asked
  - e. NEVER say that the job doesn't involve much
  - f. Say, "It's a responsible job and we know you can do it."
5. Role play with other committee members
  - a. Practice a phone call saying something like, "We remember the superb job you did on the XYZ committee. Everyone enjoyed working with you. We think your organizational skills will be good for our club right now. Will you consider being on the board next year?"
  - b. Practice dealing with questions and concerns

6. You will definitely find officers and directors if you follow this positive and prepared approach. Your own positive attitude is the most important asset when talking with potential candidates. Try it and you'll have a full slate every time.
  - a. Be positive that you will fill the slate with good officers and directors
  - b. Look over all positions and decide what talents you need at this time.
  - c. Don't rule out busy people---they need to make their own decisions
  - d. Convince the prospect that she is needed and is the best one to fill the job
  - e. Be prepared to explain what is required of the role, be frank about the job requirements and repeat that the individual would be a good fit
  - f. Respect a definite "no" and move on

Looking for more information—contact the District Nominating Committee or refer to the Manual of Procedures.

Best of luck!