

# **NOMINATING COMMITTEE**

## **Purpose, Role, Skills, Tasks**

**Purpose:** To oversee and manage board replacement and term management process.

**Roles:**

1. Advise and recommend board and committee candidates for board review and selection.

**Skills:**

1. Knowledge of potential board member candidates throughout Ellsworth County.

**Tasks:**

1. Design, review, and revise a board recruitment and retention policy and procedure to assure board positions are filled on a timely basis.
2. Maintain a current listing of potential board members and committee members.
3. Develop an appropriate board and committee educational and orientation program to prepare potential members for membership.
4. Provide a quarterly report to the board of committee accomplishments (Jan, April, July, Oct).
5. Provide an annual evaluation of committee accomplishments, identifying opportunities for improvement.
6. Propose an annual program of committee activities and requirements to be included in annual budget preparation.