

BRANCH 54 PROCEDURES

Job Description

Branch Nominating Committee Chairman

Position Purpose:

To ensure the branch nominates the best candidates for officer, director, advisory director and committee chair positions, to influence those candidates to accept nomination and to provide the branch with trained backup candidates for all officer and chairman positions.

Reports to: Branch Big Sir

Major areas of responsibility:

- Establish an on-going Nominating Committee comprised of influential formal and informal leaders who have a wide range of knowledge of branch members.
- Provide the Branch Big Sir with a list of candidates for officer, director, advisory director and chairman roles who have accepted the nomination in a timely manner.
- Establish a list of potential branch future leaders who are willing to accept leadership roles and update the list at least semi-annually
- Identify potential leaders and present them as advisory director candidates
- Persuade potential candidates to accept the offered positions
- Obtain back-up candidates for each officer and chairman position
- Take and maintain Nominating Committee minutes documenting meetings, discussions and candidate lists
- Publicize branch leadership openings and ask for volunteers
- Maintain a new member list including the member's name, sponsor, last company worked for, occupation, activity participation and branch leadership roles, if any

Skills and Abilities Needed:

1. Has Email and can use it effectively
2. Is a good leader of volunteers
3. Understand and apply successful Sir leader recruiting techniques, and train Branch leaders to use them
4. Ability to persuade others to his point of view
5. Demonstrate SIR leader Valued Behaviors

Suggested Nominating Committee Chairman is the last Big Sir

July 10, 2018

Branch Nominating Committee

Purpose:

To assist the Nominating Committee Chairman in ensuring the branch nominates the best candidates for officer, director, advisory director and committee chair positions, to influence those candidates to accept nomination and to provide the branch with trained backup candidates for all officer and chairman positions.

Reports to: Branch Nominating Committee Chairman

Committee Membership:

The nominating committee shall consist of three to four members including the chairman who are appointed by the Big Sir. However, finding leadership for the branch is the responsibility of the entire BEC.

Major areas of responsibility:

- Assist the Nominating Committee Chairman in meeting all his areas of responsibility
- To meet, select and bring candidates forward to the BEC
- Use the tools on the SIR website:

Nominating Committee Tools

http://www.sirinc.org/protected/BrAreaTools/recruitingleaders/FirstNomCmteMtgVideo_20130801.ppt

The RAMP toolkit section on Selecting

Leaders http://www.sirinc.org/MemInfo/RAMP_Toolkit_2017.pdf

Branch Leadership training section with five links for the Nominating Committee.

<http://sirinc.org/MemInfo/BOTraining2016/> . This includes a video on Selecting leaders
-<http://sirinc.org/MemInfo/BOTraining2016/LeaderRecruitment.html>

- Meet these timelines:

Nominating Committee defined in August by the incoming Big Sir

First Committee meeting in January attended by all members

Nominees for new positions completed by May 31