

## **Job Description: PCD/UUA MEMBER OF PCD NOMINATING COMMITTEE**

### **Mission of the Pacific Central District (PCD)/ Unitarian- Universalist Association (UUA)**

*To provide services and resources that will ...*

- *Grow the PCD/UUA in terms of its Membership*
- *Deepen our faith*
- *Ensure the effectiveness of our structures*
- *Offer the power of our service to the wider world.*

### **PCD NOMINATING COMMITTEE MISSION**

In alignment with and support of the mission of the PCD/UUA, the PCD Nominating Committee mission is to identify, recruit, and prepare a slate of qualified candidates who reflect the principles and values of Unitarian Universalism.

### **PCD NOMINATING COMMITTEE GOALS AND OBJECTIVES**

The PCD Nominating Committee goals and objectives follow:

- **Annually recruit and accept applications for candidates for PCD Board Director (s) and for Nominating Committee member(s)** to be voted on by PCD\_delegates
- **Maintain list of qualified potential candidates for PCD Board-appointed leadership positions** (including for reference by Board for possible mid-term appointment)
- **Support PCD Board and staff in assuring that PCD election is conducted consistent** with PCD bylaws, on schedule, and in a secure and ethical manner
- **Communicate with PCD congregations' Presidents and PCD ministers** to identify and to encourage qualified potential future PCD leaders to volunteer

### **PCD NOMINATING COMMITTEE COMPOSITION**

The PCD Nominating Committee has five members who may serve up to two consecutive 2-year terms. Terms are staggered to assure continuity. The Chair is selected by the Committee.

### **GENERAL INFORMATION**

The PCD Nominating Committee focuses throughout the year on identifying qualified potential candidates for the PCD Board, Nominating Committee, and other leadership positions. The Nominating Committee contacts Ministers, congregation Presidents, and other PCD/UUA leaders for recommendations of potential nominees. If the potential nominee expresses interest in serving, the Nominating Committee encourages them to complete and submit the PCD Leadership Application. To prepare the annual ballot, the Nominating Committee meets to select by consensus candidates for the annual ballot.

The PCD Nominating Committee may meet either face-to-face or by conference call to accomplish committee objectives and tasks. [Prior to District Assembly 2012, the 2011-2012 Nominating Committee chose to meet five Saturday mornings at PCD churches.]

## **CHALLENGES AND TASKS FOR NOMINATING COMMITTEE IN 2011-2012**

**Candidates for PCD Leadership:** To accomplish the Committee's identified mission, goals, and objectives, the 2011-2012 Nominating Committee explored the possibility of developing a system for a Board accessible database of identified qualified and eager PCD leaders for consideration for future PCD leadership opportunities including mid-term appointments for the Board of Director, Nominating Committee, and PCD committee leaders. [The PCD Bylaws, Article VI, Section 5: *"The Board may fill a vacancy in a Director's position until the next Annual Meeting. Board may fill a vacancy in a Director's position until the next Annual Meeting."*]

**Promote PCD Volunteer Participation:** At DA 2012, the Nominating Committee plans to ...

- **Offer information and answer questions** regarding PCD opportunities for leadership during breaks between sessions
- **Network during District Assembly** with PCD Leaders and participants
- **Encourage potential future candidates to complete the "PCD Leadership Application"** (for interim appointment to the PCD Board of Directors, Nominating Committee, committee leadership, or future consideration for candidacy)

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**Excerpt from *BYLAWS OF THE PACIFIC CENTRAL DISTRICT OF THE UNITARIAN UNIVERSALIST ASSOCIATION*; ARTICLE IX. STANDING COMMITTEES**  
March 1988 (Amended May 2, 2009)

*Section 1. Standing committees perform functions that are basic to the PCD UUA's ongoing work. Their functions and composition can be changed only by amending these Bylaws.*

*Section 2. The Nominating Committee shall consist of five members, each of whom shall serve not more than two consecutive two-year terms.*

*(a) Three members shall be elected at the Annual Meeting in odd-numbered years, and two in even-numbered years. Members of the Nominating Committee shall be from five congregations.*

*(b) The Nominating Committee shall elect its own chairperson. It shall act as a resource center for candidates to serve on PCD UUA committees and shall develop slates of nominees for possible election to the Board and to the Nominating Committee.*

*(c) A non-voting member of the Nominating Committee shall be appointed from the Board to serve as liaison between the Committee and the Board; however the Committee may conduct executive sessions without the presence of the Board appointee.*

*(d) The Nominating Committee shall present at least one nominee for each Board vacancy and each Nominating Committee vacancy to be filled at each Annual Meeting. The names of these nominees, who shall have agreed previously to serve if elected, shall be sent to all congregations at least 30 days before each Annual Meeting.*

*(e) Additional nominations by petition may be submitted by any congregation by filing the petition, ratified by its governing body, with the President 15 days or more before the Annual Meeting.*

*(f) If a nominee withdraws before an Annual Meeting or if a full slate of nominees is not presented, for any reason, nominations from the floor shall be permitted for any vacancy subject to election, providing that every such nominee has agreed to serve if elected.*

*(g) Each member of the Nominating Committee shall be a voting member of a PCD UUA congregation or a minister in fellowship with the UUA and sponsored by a PCD UUA congregation.*