

Nominations/Elections Coordinator

Overview of Responsibilities:

The role of the Nominations/Elections Coordinator is to facilitate the nominations for awards and the nominations/elections process for the NCSH Board of Directors and Officers.

Responsibilities:

1. Gather information for Annual Meeting awards.
2. Maintain award criteria guidelines for Annual Meeting awards.
3. Send out nomination information to the membership for Annual Meeting awards.
4. Receive nominations for Annual Meeting awards.
5. Facilitate purchase of award materials for presentation at the Annual Meeting.
6. During an election year, send out a call for nominations for open Board of Directors and officer positions as outlined in the NCSH Bylaws along with appropriate job descriptions.
7. Receive and tally the ballots for Board of Directors and officer elections as outlined in the NCSH Bylaws.
8. Provide election results to the Secretary for the NCSH records.
9. Present annual awards at the Annual Meeting.
10. Provide the results of Board of Directors and officer elections at the Annual Business Meeting as outlined in the NCSH Bylaws.

Time Commitment during Year:

Will vary depending on the time of year, but on average 1 - 2 hours per week.

Time Commitment during NCSH Annual Meeting:

Time will be needed prior to and during the Annual Meeting to coordinate awards as well as time during the Awards Luncheon and Annual Business Meeting for presentation.

Qualifications:

The individual must have been a member of NCSH for at least one year prior to appointment. Prior NCSH Board or officer experience is helpful.

Selection Process:

Qualified individuals will notify the NCSH Board Chair of their interest in the position. The Board of Directors will appoint an individual to this position.

Term of Position:

There is no term limit for this position.

Accountable to:

The Nominations/Elections Coordinator is accountable to the Board of Directors. While the Nominations/Elections Coordinator does not have formal voting rights, they are encouraged to give input prior to scheduled meetings.

Funding:

Funding will be based on the NCSH General Funding Policy. This may include:

- Registration
- Food
- Hotel
- Travel

Vacancy:

When there is a vacancy in this position, a qualified member will be appointed by the Board of Directors.