

# **ARFAX Roles and Responsibilities**

## **Nominating Committee Chair**

### **Overall Responsibilities**

- The ARFAX Executive Committee is composed of the Officers, Delegates and Alternates, and Standing Committee Chairs – as a Standing Committee Chair, the Nominating Committee Chair is a member of the Executive Committee.
- Attend all Executive Committee meetings.
- Network with members to identify possible candidates.
- Develop lists of candidates.
- Recognize the value of networking in building relationships within the organization in looking for those to serve on the Nominating Committee and executive officers for the following year.

### **Month-By-Month Activities**

#### **November**

- Attend the November Executive Committee Meeting. The Nominating Committee Chair will install the elected officers for the following year.

#### **December**

- N/A

#### **January**

- Attend the January Executive Committee Meeting.

#### **February**

- Attend the February Executive Committee Meeting.

#### **March:**

- Attend the March Executive Committee Meeting.
- Select committee to serve

#### **April-July**

- Network within the ARFAX community for officers for the following year.

## **August**

- Develop a proposed slate of officers for the following year.
- Send the proposed slate of officers for the following year to the Executive Board by September 1.
- Request ARFAX Secretary to send the proposed slate of officers for the following year to the Executive Committee by September 1.

## **September**

- Attend the September Executive Committee Meeting and present the proposed slate of officers for the following year to the Executive Committee. The President should ask for any nominations from the floor, then call for a vote to elect the slate. A majority vote of those present and voting is required for election. If the candidate is opposed, and the vote is tied, the Secretary will cast the deciding vote.

## **October**

- Attend the President's Cup tournament—by invitation only for current delegates, alternates, and other volunteers, as determined by the President.