

**Southeastern District**

**Job Description**

**Title:** Nominating Committee

**Term:** Nominating Committee term is 3 years with rotation to Nominating Committee Chair position in last year of term. Nominating chair term is 1 year.

**Election year:** May, yearly

**Voting Member of SED Executive Committee:** No

**Voting Member of the SED Board of Directors:** Yes

#### Replacement if vacated: To be filled by appointment by the SED Executive BOD for the unexpired term

**General Summary**

Responsible for identifying and facilitating election of officers at the District level.

**Principle Duties and Responsibilities:**

* Submit a list of persons for candidates of District offices.
* Provide and tally the ballots for all District elections, including online voting.
* Present the election results to the District Chair.

**Requirements and Skills:**

* Active member for one year preceding election
* Good organizational skills
* Good communication skills

**Additional Responsibilities:**

* Attend monthly SED BOD meetings
* Attend monthly SED meetings
* Attend State BOD meetings as requested by chair

By my signature below, I acknowledge receipt of this Job Description.

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Officer Date

**Nominating Committee**

* Network to find candidates for open positions
  + Announce/email SED members of any open positions
* Once candidates are located, announce them at the monthly SED meeting prior to voting
  + Potential candidates must sign the “Consent to Serve” form 1 week prior to elections
* Send out Survey Monkey poll with potential candidates to all members of the SED
  + Voters must include their license # and type (PT/PTA) on ballot (must be licensed PT/PTA)
* At the following SED meeting, hand out paper ballots for those who did not vote online
  + Include same information (license # and type)
* Tally all paper/on-line ballots and send results to the SED Chair
  + A member of the nominating committee will contact all candidates with results
* At the following SED meeting, announce and swear in the new officers
  + Read the “Swearing In” statement and have the new officers recite with you