

<b>Job Description of Northern Yearly Meeting</b>	
<i>Committee</i>	<b>Nominating</b>
<i>Position(s)</i>	<b>Members and Clerks</b>
<i>Date Approved by NYM</i>	March 25, 2017
<i>Page</i>	1 of 1
<i>File Name</i>	<i>Standing Committees/STNDNG--Nominating</i>

### **Responsibilities**

- Invite recommendations for nominations from constituent groups
- Nominate NYM:
  - Officers and archivist
  - Standing committee members
  - Representatives to Friends' organizations
  - Representatives to other organizations
  - When nominating more than one representative to an organization, Nominating committee designates one as coordinator
- Coordinates with each committee in obtaining updated description of each position for which the committee provides a nomination
- Clerk and available members attend NYM Meetings for Worship with the attention to business at NYM annual and interim sessions

### **Membership**

- Six members
- Drawn from constituent groups of NYM
- Clerk:
  - Designated by Nominating committee

### **Appointment**

- Three-year (3) terms (two selected each year)
- Nominated by NYM Naming committee
- Approved by NYM Meeting for Business

### **Records**

- Maintain:
  - List of potential nominees, including their skills and interests
  - Roster of appointees to be distributed to those on roster and included with NYM minutes
  - Meeting minutes distributed to all members of Nominating and Executive committee

### **Reports**

- Reports nominations to NYM Meetings for Business
- Following NYM the annual, fall and spring interim sessions, Nominating committee provides roster of approved members to each committee

### **Meetings**

- Attend the NYM Meetings for Business, participate in conference calls/in-person meetings between each NYM Meeting for Business to discern nominees for each vacancy on the various committees listed in the above section (Responsibilities – second bullet point)
- Contact Friends who have been discerned as possible match for a committee