

USGBC Central Texas – Balcones Chapter Nominations Committee

The **Nominations Committee** contacts nominees prior to submitting their names to the Board and confirms their eligibility. The Board selects the names to be submitted to the voting membership and the Nominations Committee verifies the tally of the ballots, determines the newly elected board members, and communicates the results to the CT-B Chapter officers. The Committee works with the Board and the Executive Director to ensure nominations of new members are in line with the Chapter's overall strategic plan.

The Committee is responsible for:

- Determining the number of Board seats available for the upcoming year
- Communicating with Board for recommendations and recruitment of new Board members
- Calling for Board nominations from Chapter members and from the Central Texas-Balcones Region
- Recommending Board nominees to the Board
- Handling Board election process
- Confirming newly elected Board members
- Identifying Committee and volunteer positions for non-elected nominees

Role of Board Liaison is to serve as the conduit between the Committee and the Chapter Board, and to help inform, report, and provide oversight and guidance to the Committee on an as needed basis.

Role of Executive Director is to guide, provide overall direction, and support the decisions and actions of the Committee in executing the plan as well as to help coordinate events that support the Committee's/Chapter's continuing efforts.

Role of the Committee Chair is to oversee the Committee's activities, find and retain Committee members, work with the Board Liaison on status reporting procedures and work with the Executive Director on plan development and implementation.

Requirements: As per the Chapter Bylaws, the Committee Chair must be a Chapter Member in good standing. Committee members may come from the Chapter membership but are not required to do so.

Term: The Committee Chairs are encouraged to commit to a minimum term of 18 months to two years.