

## AAUW-NYS Nominating Team

**Overview of the position:** assists in the selection of a state of candidates for election for AAUW-NYS.

**Objectives of the nominating process:** To select qualified candidates for each office and to inform the membership of each candidate's qualifications

### Overall responsibilities:

- The Nominating Team shall consist of two members of the Board and an alternate elected by the Board, with a member and alternate from different branches representing each District to be elected at the State Convention.
- The team is required to meet at the Summer Board meeting
- Continuing communications are at the call of the Chair, either in person, by means of a conference call, or by electronic communications.
- Present a list of qualified candidates at the Winter Board meeting.

### General principles for selecting a candidate:

- Obtain the permission of the candidate
- Candidates may be endorsed by branches and/or individuals who are members of AAUW-NYS.
- Candidates shall arrange for three letters of endorsement that should outline the candidate's qualifications for the position and the writer's qualifications for making the judgment. Endorsements may be submitted in writing, electronically, or verbally in the event of need.

### Responsibilities of the Team and the Chair:

- The Team shall notify all members of the offices to be filled via *FOCUS*, and the qualifications for each office to be listed at the state website.
- The Team may solicit additional qualified candidates.
- It is strongly recommended that candidates for all elective offices shall have AAUW experience within the past five years.
- The Chair shall prepare the final report of the Team and inform the President before the Winter Board meeting.
- Following presentation of the report to the Board and prior to publication in the *FOCUS*, the Chair shall notify the candidates and all others whose names were submitted for consideration of the list to be presented to the Convention.
- The Chair shall present the candidates to the Convention or shall appoint a substitute to do so. Each candidate shall give a 3-5 minute talk there.