

Chair Nominations – Job Description

This position works with the Vice-Chair to provide the leadership necessary to ensure all board positions, teams or committees are filled with qualified personnel. The director, the administrative assistant, and all board members should be encouraged to assist in the “recruiting process.”

Responsibilities:

1. Recruit for board members based on the talents needed to sustain the campus ministry.
 - Ask potential candidates to complete a board application form to gather information about skills and interests and whether they have served previously.
 - Provide a board job description and invite candidates to attend a board meeting or to speak with selected board members.
2. Annually recommend new Board members for election at the March meeting of the board. Based on these recommendations, prepare a slate of officers, including standing committee chairs for election at the May meeting of the board.
3. Nominate for election by the Board replacements for any vacancy occurring during the year.