

Society Nominating Committee Representative

Time Commitment	2-year term
Election	Elected by Region Council voting members.
Pre-Requisites/Eligibility	In order to be eligible to serve on the nominating committee, a member must have had recent experience at the Society level, such as service on the board of directors, as a professional member of the senate, as a region governor, or as a Society committee chair. Members of the nominating committee may not become candidates during their tenure of service on the nominating committee.
Required Travel	None.
Suggested Travel	Committee meeting at Society conference in October or November.
Job Description:	
<p>From the Society bylaws with some comments from a past rep and additional updated notes:</p> <p><u>Section 6. Nomination</u></p> <p>A. The nominating committee shall, subject to the approval of the board of directors, develop and maintain appropriate procedures to govern the Society related to nomination, election, or removal not covered by the law or these bylaws. <i>(This is an election manual we review each year and update if it needs updating – this year we incorporated the Leadership Competency model)</i></p> <p>B. The nominating committee shall be composed of one voting member from each region, elected in accordance with region bylaws, to serve for a period of two fiscal years. Terms shall be staggered so that approximately half of the members of the committee are elected each year, during the year in which their region is not holding an election for region governor. Members of the nominating committee may not succeed themselves as regional representatives but may serve up to two additional years as chair of the committee. <i>(Election is by region council)</i></p> <p>C. The chair of the nominating committee shall be a nonvoting member of the committee selected annually to serve for the next fiscal year by the regional representatives on the committee. Candidates for chair must have recent service on the nominating committee and may be members of the committee at the time of selection. The chair may not serve concurrently as a regional representative on the committee. The chair may be reselected to only one additional consecutive term as chair and shall not be eligible to serve as a regional representative to the nominating committee for at least one year after serving as chair. <i>(Chair election is currently by the committee members from a limited pool of eligible candidates – the eligible pool was recently expanded by a vote of the senate at WE13.)</i></p> <p>D. In order to be eligible to serve on the nominating committee, a member must have had recent experience at the Society level, such as service on the board of directors, as a professional member of the senate, as a region governor, or as a Society committee chair. Members of the nominating committee may not become candidates during their tenure of service on the nominating committee. <i>(This is the criteria you have to assess – if you feel you</i></p>	

are eligible or not)

E. The nominating committee shall select one or more qualified candidates for each of the available positions and present such slate to the board of directors and the senate by February 1. The nominating committee may also recommend candidates for other positions, if so requested by the board or the senate. *(We are required to **select at least one** candidate for a position but there is no requirement to run contested elections – we will run more than one candidate for a position depending upon circumstances and candidate qualifications but we don't have to – this is one of those areas that is under discussion by the Elections Task Force.)*

F. Additional candidates may be nominated by petition, provided that:

1. The member is eligible for the position.
2. The member has given written consent to be placed on the ballot.
3. At least 200 voting members have signed a petition or endorsed an e-mail to place the candidate's name on the ballot, with at least forty signatures/endorsements from each of four separate regions.
4. The petition, together with the written consent, is submitted to the Society headquarters by March 1.

(We don't assess petition candidates – HQ does that – they have to meet minimum requirements)

Nominating Committee has also been requested to look at Board of Trustee candidates (BOT provides the criteria and this year conducted their own interviews) and Senate candidates (first year we have looked at Senate candidates – they could choose to have their own nominating committee). And now that the Collegiate Director on the Board will be elected by collegiate section presidents (she had been nominated and voted on by a subcommittee of the BoD), the Nominating Committee may also review this position as well.

We assess the member feedback on the candidates, and rate the candidates based upon their nomination packets and the Leadership competency model and then come up with a slate. We are also to provide feedback to the nominees (thru the committee chair). Most of the work is through telecons although the committee does meet at the Society conference and may set up interviews with the nominees – in particular the President-elect nominees. Note that last year I didn't go to Conference but that didn't prevent me from doing my job on the committee.

We can do work all year due to bylaws/election issues/changes being discussed – but primary amount of effort is in October (call for nominations), December (review of nominees and put together proposed slate) and Jan/Feb (confirm slate/provide feedback).

Senator

Time Commitment	2-year term
Election	Elected by Region members via HQ-issued ballot.
Pre-Requisites/Eligibility	2 senators per region, both can't be from the same section.
Required Travel	Meeting at Society Conference and Winter Senate Meeting in Chicago.
Suggested Travel	Region Conference in spring.
Job Description:	
<p>A. The senate shall be responsible for charting the strategic direction of SWE by developing and adopting the long-range goals for the Society. The senate shall also be responsible for developing statements of external policy on issues or positions that have broad implications for the professional environment and the Society as an organization. To these ends, the senate shall conduct essential dialogue on long-term trends and issues of common interest, and may appoint subordinate units to assist in the creation of these strategic directions or policies. The senate shall communicate the outcome of such dialogue to the board of directors.</p> <p>B. The senate shall also:</p> <ol style="list-style-type: none"> 1. Consider and, if necessary, vote upon recommendations received from throughout the Society; 2. Set dues for all individual grades of membership, including allocation percentages of funds rebated to sections, members at large, and regions; 3. Establish policies on the use and restrictions of the Reserve Fund of the Society; 4. Approve changes to the Society's trademarks or other emblems; 5. Approve changes to the number of regions or regional boundaries; and 6. Approve changes to these bylaws. 	

Governor

Time Commitment	2-year term
Election	Elected by Region members via HQ-issued ballot.
Pre-Requisites/Eligibility	Have served at least two years in the aggregate as a professional member of the senate, professional section or members at large president, professional section or members at large representative, or region officer, except that one year as either a collegiate senator or collegiate representative may be counted toward this requirement.
Required Travel	<ol style="list-style-type: none"> 1) RG Summit / BOD Installation in August 2) ABJ Leadership Summit in August or September (host responsibilities rotate amongst the 3 regions) 3) Society Conference in October or November 4) Region Conference in spring
Suggested Travel	See Required Travel.
Job Description:	
<p>Per Region bylaws: Execute the business and policies of the region; Serve as the nonvoting chair of the region council; Authorize the disbursement of region funds within the budget approved by the region council; Represent the region before the public;</p>	

Be an authorized signatory on all region accounts; and
 Perform any other duties as assigned by the director of regions or the region council.

Duties:

- Hold regular meetings with Region Council.
- Attend monthly Director of Region teleconference meetings.
- Quarterly reporting (collect reports from sections, compile report for Director of Regions).
- Be main point of contact for region to help sections, committee members, and senators conduct section and region business.

Lt. Governor

Time Commitment	1-year term
Election	Elected by Region Council voting members.
Pre-Requisites/Eligibility	Have served at least two years in the aggregate as a professional member of the senate, professional section or members at large president, professional section or members at large representative, or region officer, except that one year as either a collegiate senator or collegiate representative may be counted toward this requirement.
Required Travel	None.
Suggested Travel	Society Conference in October or November. Region Conference in spring.
Job Description:	
Per Region bylaws: Assume the duties of the governor if the governor is temporarily unable to serve; Provide guidance and oversight to collegiate leaders in the region; and Perform such other duties as may be assigned by the governor or the region council.	
Duties:	
<ul style="list-style-type: none"> • Be main point of contact and support for region collegiate team (RCT) 	

Treasurer

Time Commitment	1-year term
Election	Elected by Region Council voting members.
Pre-Requisites/Eligibility	Must be a region member.
Required Travel	None.
Suggested Travel	Society Conference in October or November. Region Conference in spring.
Job Description:	
Per Region bylaws: Be responsible for the collection, distribution, and safekeeping of region funds; Prepare, maintain, and report as directed on the financial position of the region in relation to the approved budget; Submit a financial report to the Society in accordance with established procedures; and Perform other duties incident to the office of treasurer or as may be assigned by the governor or	

the region council.

Duties:

- Prepare annual budget with Governor.

Secretary

Time Commitment	1-year term
Election	Elected by Region Council voting members.
Pre-Requisites/Eligibility	Must be a region member.
Required Travel	None.
Suggested Travel	Society Conference in October or November. Region Conference in spring.
Job Description:	
<p>Per Region bylaws: Maintain the records of the region; Have an up-to-date roll of representatives at all meetings of the region council; and Perform other duties incident to the office of secretary or as may be assigned by the governor or the region council.</p>	
Duties:	
<ul style="list-style-type: none"> • Take notes at all region council meetings. • Perform other duties, such as maintain region bylaws, as needed. 	

Region Collegiate Representative

Time Commitment	1-year term
Election	Elected by collegiate section presidents via HQ-issued ballot.
Pre-Requisites/Eligibility	Must be a region member. Past positions such as section president preferred, but not required.
Required Travel	Society Conference in October or November. Region Conference in spring.
Suggested Travel	See required travel.
Job Description	
<p>Per Region bylaws:</p> <ol style="list-style-type: none"> 1. Represent the collegiate members of the region at region council meetings; 2. Preside at region collegiate membership meetings; 3. Coordinate the submittal of quarterly reports from the collegiate sections; and 4. Perform other duties incident to the office of RCR as described in the Society procedures and region governance documents. 	
Duties:	
<ul style="list-style-type: none"> • The RCR is a voting member of the region council. • Lead the Region Collegiate Team (RCT) – RCR, RCCE, Collegiate Senator, Lt. Gov. 	

Region Collegiate Communications Editor

Time Commitment	1-year term
Election	Elected by collegiate section presidents via HQ-issued ballot.
Pre-Requisites/Eligibility	Must be a region member. Past positions such as section president preferred, but not required.
Required Travel	None.
Suggested Travel	Society Conference in October or November. Region Conference in spring.
Job Description:	
<p>Per Region bylaws: Assume the duties of RCR if a representative is temporarily unable to serve; Manage the region's collegiate communications media; Have an up-to-date roll of the collegiate section presidents at all meetings of the collegiate members; and Perform other duties incident to the office of RCCE as described in the Society procedures and region governance documents.</p> <p>Duties:</p> <ul style="list-style-type: none"> • The RCCE maintains the region blog. 	

Region Nominating Committee

Time Commitment	No formal min/max, but 1-year term or more preferred
Election	N/A
Pre-Requisites/Eligibility	Must be a region member.
Required Travel	None.
Suggested Travel	Society Conference in October or November. Region Conference in spring.
Job Description:	
<p>From Region bylaws:</p> <p>A. The nominating committee shall be composed of at least three voting members with no more than one member from each section or from the members at large and shall be chosen in accordance with policies adopted by the region council. The chair of the nominating committee shall be a nonvoting member of the committee elected by the region council.</p> <p>B. The nominating committee shall propose at least one qualified candidate for each available officer and professional senator, as well as for region member of the Society's nominating committee. Members of the nominating committee may not become candidates for these positions during their tenure of service on the nominating committee.</p> <p>C. The proposed slate for governor and professional senator shall be presented to the members of the region council by February 1. Additional candidates may be nominated by petition, provided that:</p> <ol style="list-style-type: none"> 1. The member is eligible for the position; 	

2. The member has given written consent to being placed on the ballot;
3. A minimum of two percent of the voting members of the region have signed a petition or endorsed an e-mail to place the candidate's name on the ballot, with no more than half of the signatures or endorsements having been made from any one professional section or the members at large; and
4. The petition, together with the written consent, is submitted to the nominating committee prior to February 20.

- D. The nominating committee shall submit the names of candidates for governor and professional senator to the Society headquarters by March 1, with a copy of such report to the current governor.
- E. The nominating committee shall submit the names of candidates for all professional positions (i.e., Lt. Gov, Treasurer, Secretary, Region member on Society Nom Com) other than governor and professional senator to the region council in accordance with region policy.

Society Committees – talk to RG for details