CLUB NOMINATING COMMITTEE

PURPOSE: To encourage, select and present the best and most qualified nominees for consideration as Club officers.

PERSONNEL: The Committee shall consist of not less than five members. If possible, the Committee should consist of a mixture of both experienced and newer members to insure a broad viewpoint is being considered. As they have worked closely with many Committees, current Vice Presidents might be invaluable in their recommendations.

DUTIES/RESPONSIBILITIES:

- To seek out qualified candidates for the offices of President, President-Elect, Vice Presidents, and Directors for the coming year.
- To study the skills required for each position and attempt to match them with the abilities of the potential nominees
- To interview each person who is to be nominated -
  - to challenge the potential candidate with opportunities and responsibilities of the position.
  - to fully explain the position for which the candidate is bring considered.
  - to determine the support the person will receive form family and employer
  - to determine the candidate's willingness to serve.
  - to determine if the candidate has the time the position will take.
  - to explain the leadership training available and ask if the candidate will attend.
- To deliver to the Secretary-Treasurer an alphabetical list of nominees for each office, with at least one nominee listed per office to be elected.

RESOURCES: "Web-site" http://www.optimist.org/ and click on Forms & Publications.

- Review the on-line directives of the Optimist International Leadership Development Program.

ACTION PLANS: As a Committee secure the best candidates possible to lead the Club during the coming administrative year.

a) What is going to be done?
b) Who is going to do it?
c) When is it going to be completed?