

KCYM JOB DESCRIPTION DIRECTOR OF NOMINATING 2025-2026

Job Description: The Director of Nominating shall be the immediate Past President. If unable to serve, she shall be a recent Past President. She shall chair the Nominating Committee and, with the elected members of this committee, select candidates for election to positions on the Board of Directors and as Standing Committee Chairmen.

List of Duties:

1. AUTOMATIC COMMITTEES: Chairman: Nominating Committee

2. AUTOMATIC COMMITTEES: Member: a) Board of Governors; b) Philanthropic Trustee

3. She prepares all materials for, selects and oversees the Tellers for the election of the Nominating Committee at the September Business Meeting (Reassembly Day Tea). She should inform the President of the Tellers' names so they can be added to the agenda. During the election she records the names of candidates in the front of the assembly room, so members may correctly notate their ballots.

4. She publishes the names of those elected to the Nominating Committee in the October newsletter.

5. She convenes meetings of the Nominating Committee for the purpose of selecting candidates for the Board of Directors, Standing Committee Chairmen and for a benefit year, the Magic Ball Co-Chairmen. She shall instruct all Nominating Committee members that the information discussed at these meetings shall remain confidential.

6. She shall, on behalf of her committee, submit a slate of Directors for the next Club Year, to be presented to the Board of Directors in November, or December, published in the December Newsletter and voted upon by elective ballot at the January Business Meeting. She prepares all materials for, selects and oversees the Tellers for this election. She should inform the President of the Tellers' names so they can be added to the agenda. She shall serve as Head Teller.

7. She shall, on behalf of her committee, submit a slate of Standing Committee Chairmen for the next Club Year to be presented to the Board of Directors in January, published in the January Newsletter and voted upon at the February Business Meeting. If there is but one candidate for each position, the vote may be taken via voce.

8. She shall, on behalf of her committee, submit the names of candidates for Magic Ball Co-Chairmen to the KCYM Philanthropic Fund Trustees for their approval in-December, if applicable that year.

9. She shall purchase and present the gift to the outgoing President at Installation Day Tea. (The funds for this gift come from the Director of Administration's budget.)

10. She shall prepare Installation Ceremony script for the Installing Officer.

11. See more specific procedures under "Timeline and Procedures"

KCYM TIMELINE

Director of Nominating

2025-2026

April:

Meet with your predecessor to learn about your new job.

May:

- Attend Installation Day Business Meeting. Prepare copies of Nominating Interest Survey for distribution at IDT. Attend Joint Board Meeting. Attend President's Calendar Meeting.

June: Ask 2 members to serve as tellers to record the names members submit to serve on the Nominating Committee. (This can be done in May or June.)

July:

- Submit an article for the August Newsletter explaining the Nominating Committee selection process and reminding members of the election of the Nominating Committee at Reassembly Day Tea. article should explain that each member may nominate up to 2 people by emailing their names to the assigned tellers before RDT. In addition, please note that names will also be taken from the floor at RDT. If a member wants to nominate someone to the committee, they must verify the member is willing to serve before submitting the name to the contacts. No one may submit more than 2 names. All names submitted to serve must be sent to both tellers to ensure accuracy. Stress the importance of names being submitted before RDT to save time during the meeting. List the names of immediate past Nominating Committee members who are ineligible to serve this year. *Members nominated to serve last year but who were unable to serve are eligible to be on the committee.
- Submit a copy of the Nominating Interest Survey for the August Newsletter. Remind members the Survey is available on the Website. Encourage members to let you know their preferences for the next Club year.
- Include a copy of the Nominating Interest Survey with the Yearbook mailing.

August:

- Submit an article in the September Newsletter reminding members at RDT we will be voting on the Nominating Committee slate. Encourage members to continue to send in names of anyone who wants to serve on the committee to the contact persons. Let members know we will be taking nominations from the floor at RDT but prefer they be emailed to save time.

September:

- Remind BOD and their Standing Committee Chairs, if applicable, to let you know their job preferences for the next year.

- Request “Nominating Report” from the Service Hours Chairman as well as a list of members who are not in “good standing” due to service hour or other issues as they are not eligible to serve on the Nominating Committee or to serve on the Board or as a Standing Committee Chairman. In addition, request a “Service Hours Report” on all Active and Associate Active members, so your committee will know which members are the most involved.

Reassembly Day Tea:

- Print about 20 copies of the Nominating Committee Interest Survey. Ask members to consider completing one if they haven’t already and place in a basket in back of the room before they leave. (Provide basket or box to collect them.) See packet “Instructions for Tellers-Election of Nominating Committee”
- Prepare and number ballots (65-70), include on the ballots all the names submitted to the contact persons in the order they were received; noting anyone who is a BOD, leaving extra lines for any write-ins, Teller’s Report sheet, and Instructions for Tellers.
- During the election, record names taken from the floor on dry erase board in front of the membership; mark “BOD” next to each candidate that is on the BOD, so members will know not to vote for more than 4 Board members to serve on the committee; candidates’ names should be printed in the exact order. See the scripted President’s agenda to learn more about the election process.
- Notify and congratulate the new Nominating Committee members via email and suggest a possible schedule of meetings. Also, thank everyone else for participating in the process.
- Submit an article for the October Newsletter announcing the members of the Nominating Committee.

October:

- Prepare reports for the Board and Business Meetings.
- Prepare information packets for first committee meeting. (See Nominating Committee packet materials). These include: Bylaws pertinent to eligibility of Directors and Standing Committee Chairmen, information collected from members’ interest surveys and by other communications, Nominating Report (provided by Service Hours/Data Base Chairman), list of current Directors and Chairmen, and Service Hours Report for Active and Associate Active members (showing those that have given the most hours). Also include worksheets for members to list suggested candidates at the meetings. This was done through email the year of the pandemic and worked well.
- Directors of Nominating have used various approaches over the years. It is a courtesy to ask the President-Elect if there are a few specific individuals she would like to serve on her board. Let her know there is no guarantee that they will be selected, but they will be given serious consideration by the committee. If a first-

term Director or SCC has requested to repeat her position, this request is generally honored, however it is not a guarantee. **Send an email to all first-term Directors and SCCs in advance letting them know that they are eligible to be considered for a second term in their position. They must reply to you if they are interested, or the Nominating Committee will assume that they do not wish to repeat their position. You may have to make a few calls as well.** You may wish to talk to the Nominating Committee in advance of any meetings or at the very beginning of the first meeting to ask if any committee member wishes to self-nominate for a position, although they should have already completed a Survey.

First Meeting of the Nominating Committee:

You must meet no later than early October as you may require three (3) meetings. Start with the Board of Directors slate. The slates of candidates will need to be completed by the December BOD Meeting for publication in the December Newsletter. During your meetings, **emphasize the confidentiality of this process—very important!** Remind everyone to keep comments positive and constructive. Your first meeting will probably be a lengthy one. You may want to plan on breakfast refreshments. Submit committee service hours for each meeting to the Service Hours Chair.

The main focus of the first meeting is on President-Elect and Benefit Co-Chairs along with those Directors/Standing Chairmen that requested to repeat or were self-nominating. As soon as you have selected the Philanthropic Fundraiser Co-Chairmen, notify the KCYM Philanthropic Fund President, so that she may get approval from the Fund's Trustees. Decide which positions need to be filled early in the process (New Member Chairman is sometimes hard to fill, so the earlier you start on this one, the better.) Remember to reserve some Standing Chairman positions for newer members: Ushers & Doorkeepers, Club Courtesy, Luncheon Reservations, and Commissariat. You may wish to call the New Member Chairman to ask for her recommendations on new members.

The Director needs to make all the offering phone calls (avoid emails as your first contact with nominees.) The order of the phone calls is determined by who is nominated for which positions. It works best to make only one phone call at a time, because someone may say no to one job and request another. Be sure each position has at least three or four names in case the first-choice declines, so you can keep making progress.

During the phone call, tell the member you will email her the job description and timeline. This helps her make an informed decision and eliminates surprises after she accepts the job. You can also encourage her to call the current or previous person who held the position. Tell her to maintain confidentiality. It may also help a Standing Chairman to talk to the person who would be her Director. Be sure each candidate understands that she is expected, as a club leader, to attend Business Meetings; Director candidates should also be informed that they are expected to attend Board Meetings; Standing Chairmen are expected to attend May, September and January Joint Board meetings. Keep the committee members informed periodically as you fill positions. However, candidates can be fluid as circumstances can and do change during the process. Nothing is really finalized until all positions are filled.

November:

- Continue with the nominating process. Prepare reports for Board and Business meetings if you have something to report – i.e., if you have a completed BOD slate.
- Submit an article for the December Newsletter announcing the Board of Directors slate. In this article remind members that the BOD will be elected at the January Business Meeting.

December:

- Continue with the nominating process. If you are selecting the Philanthropic Fundraiser Co-Chairs, remember to inform the Philanthropic Fund President so she may get approval from the Fund's Trustees.
- Announce the BOD slate at the Dec. Board meeting.
- Submit an article for the January Newsletter announcing the Standing Committee Chairmen slate and their election at the February Business Meeting.

January:

- Prepare Mid-Year Report for Board and Business Meetings. Your Mid-Year Report announces the Standing Committee Chairmen and their election which will take place at the February Business meeting.
- Prepare ballots for January Business Meeting.
- Appoint Tellers for the election process: ask two members who are not elected for Board positions to be assistant Tellers. You will serve as the Head Teller.
- Review the scripted President's agenda to familiarize yourself with the election procedures.
- Inform the President who will be serving as Tellers so she can put them on the agenda.
- Send each proposed Director an email reminding them to attend the January Business Meeting where they will be elected (they are asked to stand when their name is called.)
- Prepare numbered ballots (70) with candidates' names pre-printed on them. The Director of Nominating should not be listed on the ballot as she is an automatic (Article V – Board of Directors, Section 4. Duties of Officers, M. Director of Nominating)
- Nominations are allowed from the floor. (See Bylaw Article V-Board of Directors, Section 3D. Elections).
- Give the ballots and instruction sheets to the Tellers at the beginning of the meeting.
- Bring extra pens/pencils to hand out to members.
- Have members eligible to vote, stand and count off. (Bylaws, Article IX, Section 7). Adhere to the agenda of the election.
- The Tellers will collect the ballots, retire to the Library and count them, making sure everyone voted for just one person in each position.
- A blank is OK in a position; just make sure it is noted on the teller's report.
- The Head Teller will check the results and give the tellers report to the head table.
- The Head Teller will announce the results of the BOD election.

February:

Send each proposed Standing Chairman an email reminding them to attend the February Business Meeting where they will be elected (they are asked to stand when their name is called). Review the scripted President's agenda to familiarize yourself with the Standing Committee Chairmen selection procedures; nominations may be made from the floor, but if none are made, the vote may be taken by voice (via voce). If requested by the President, assign two Tellers. Have blank ballots handy in case they are needed.

Purchase gift for outgoing President from Director of Administration's budget.

Traditionally this has been a silver tray. The tray should have the KCYM logo on it and read "Kansas City Young Matrons, President's name and Club Year." This information is in the blue notebook.

March:

Review your job description and submit changes to the President-Elect. Assist with Club Commitment Day as requested. Prepare working notebook to pass on to your successor.

April:

Prepare final report for Board and Business meetings.

Meet with your successor. Submit all service hours.

Prepare Installation Ceremony script for the Installing Officer.

Write paragraph for President's year-end report.

Revised 3/8/15, 2/2016, 1/2017, 1/2018, 3/2019, 3/2020, 2/2021, 3/2024, 3/2025