**Position Description**

**Position:** Nominations Chair

**Purpose of Position**: Prepare slate of candidates and oversee elections of officers for Association Board.

**Accountable To:** Chair, Board, and Membership

**Term of Office**: 2 years

**Time Commitment:** 2 hours a week

**Responsibilities**:

1. Be an active member of the MAVA Board.
2. Be a paying MAVA member.
3. Recruit and provide leadership to Engagement Committee.
4. Organize regular committee meetings and keep minutes or notes to be sent to Secretary.
5. Prepare slate of candidates for Executive Committee positions, ensuring broad statewide representation.
6. Oversee election process by preparing ballot for voting and ensuring presentation to members according to by-laws.
7. Oversee independent counting of ballots.
8. Present slate at annual meeting.
9. Lead recruitment of additional board & committees positions.
10. Attend all MAVA Board meetings and prepare committee reports as necessary.
11. Maintain accurate and complete records.
12. Assure accurate and timely information related to MAVA for annual report, newsletter and website.
13. Orient new Nominations Committee chair to position and transfer records and materials.
14. Make and follow through on donation pledges to MAVA to actively support fundraising efforts.

**Skills Needed**:

1. Familiarity with Association membership across state
2. Excellent recruitment skills

**Benefits:**

1. Help to recruit and shape the formal leadership of the Association
2. Enhance management skills through leadership position in a statewide association

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