

Nominating Committee - First Meeting Agenda

_____ School
PTA/PTSA Nominating Committee

(Date)

WELCOME & INTRODUCTIONS

PARLIAMENTARIAN PROVIDES INSTRUCTIONS IN PROCEDURES

ELECTION OF NOMINATING COMMITTEE CHAIR

- Parliamentarian conducts the election of the chair. After the election, if the parliamentarian is not a member of the nominating committee, the parliamentarian leaves the meeting.

COMMITTEE SCHEDULE

- Communications to membership (email, newsletter, posting)
- Number of meetings
- Location of meetings (need access to phone)
- Timeline for Completion

CANDIDATE SELECTION

- Suggested qualifications
- Presenting interested candidates
- Candidate Search List
- Elected officers vs. volunteers

COMMUNICATION

- Contacting prospective candidates (chair)
- Time period for responding to availability

REPORTING / REQUIREMENTS

- Notification to the Board
- Nominating Committee Report

QUESTIONS & ANSWERS

NEXT MEETING