



OFFICER NOMINATIONS PROCEDURES AND TIMELINES

Duties of nominating committee members

Date:

Dear Nominating Committee Member,

Thank you for accepting this position. The FCE Board realizes that this is a lot of responsibility as well as a privilege. We hope that the information we are providing to you will make your job easier.

You have been appointed by the President of Oregon FCE for a term of three years. Your responsibilities include:

- To rotate to the position of committee chair during the final year of your tenure
- To assist in recruiting viable candidates for Board vacancies by
 - a) Notifying County Council Presidents of Board vacancies by April 15 of each year and
 - b) Surveying the Oregon FCE membership for candidates
- To send a list of all nominees to the Vice President for Programs for verification of eligibility by August 1 of each year
- To report a slate of nominees and resumes of their qualifications to the County Council Presidents, no later than August 15 of each year
- To introduce the slate of nominees to the Board of Directors at the State Board meeting in the fall and to the voting delegates on the first day of the annual meeting
- To assist, as needed, with the election process during the annual meeting
- To maintain your Oregon FCE membership, in good standing.

Nominating Committee Chair: as the committee chair, it is your responsibility to:

- 1) Develop a calendar for activities that need to be completed during the year
- 2) Make copies of all documents needed to complete your committee's assignment; send copies of the documents to the appropriate persons; (i.e. calendars, packet materials) to the other committee members, Notification Letters to the County Council Presidents, and candidate lists to the VP for Programs for verification of eligibility, etc.
- 3) Represent your committee at Board meetings, when called, and at the State Annual Meeting; If you are unable to meet any of these obligations, you should find a replacement from your committee.



TO: Oregon FCE County Council Presidents
FROM: Oregon FCE Nominating Committee Chair
RE: Board Nominations

DATE:

Once again it is time for the counties to submit their nominees for vacancies on the Oregon FCE Board of Directors. This memo is intended to inform you of the procedures and the timelines for making your submissions.

Board members' terms expire on a rotating basis, so each year a new set of vacancies occur. The vacancies for year _____ are

In addition to elective positions listed above, there are vacancies in some appointed positions. These positions are _____, _____, _____, and _____.

Although these positions are filled through Presidential appointment, your nomination of viable candidates is welcomed.

Nominees for all positions shall be Oregon FCE members in good standing and must meet the qualifications listed for the positions in the Oregon FCE Handbook.

Enclosed you will find a packet of information to aid you in the nominations process:

- application form
- job descriptions (for all open positions)
- list of qualifications (for each open position)

All applications must be fully completed and returned to the Nominating Chair no later than July 15 of the current year.

Nominating Chair _____ ph. # _____

Address _____



NOMINATION FORM

TO: Nominating Committee Chair _____

Address _____

Date due to Nominating Committee Chair: **July 15, 20__**

Complete the following form for your nominee; be as complete as possible, using the back of this paper, if necessary.

Name of nominee (please print name clearly) _____

Signature _____

Office nominated for _____

County/District _____ **C C President** _____

Oregon FCE Experience: Include dates; offices held at local, county, district, and state levels of the Oregon FCE program; involvement in special events and involvement in other FCE related activities, such as FCL (leadership training) or 4-H.

Community Involvement: Civic; school; clubs; awards; other achievements

Personal Qualifications: Speaking ability, health, ability to correspond and report promptly, poise, personality, knowledge of FCE, and time to devote to the office