

Job Description Nominating Committee

The Prairie Club (Club) is a non-profit, volunteer organization founded in 1908. A critical element of the Club's success over its 100+ year history has been the willingness of its members to volunteer for the various officer, director and committee positions necessary to achieve the Club's operational success in a cost effective manner. The Prairie Club greatly appreciates the willingness of its members to serve in those various capacities and whose volunteer spirit makes The Prairie Club the club it is today.

Purpose of the Nominating Committee

The purpose of the Nominating Committee is to prepare yearly a slate of officer and directors to present to the general membership for voting. The Board of Directors consists of 19 individuals. Officer positions include the President, First Vice-President, Second Vice-President, Secretary, Treasurer, the Camp Hazelhurst Vice-President (Camp Chair) and the Spring Grove Vice-President (Camp Chair) each elected for a two-year term. Four directors are elected each year for a three-year term. Members of the Board must be voting members of the Prairie Club.

Committee Membership

- Each December the Nominating Committee Chair is appointed by the Prairie Club Board of Directors
- In January of each year, the Nominating Committee Chair submits names of committee members to the Board of Directors for approval
- The Nominating Committee should include at least seven (7) active Prairie Club members
- Representation for the Nominating Committee should be sought from all standing and activity committees.

Committee Procedures

In order to accomplish the nominating process:

- June – The Committee should meet to discuss potential nominees and obtain written consent and background data, e.g., a resume or CV.
- August – All written consents and background data should be on file at the Prairie Club office
- August – Submit the final slate to the September *Bulletin* stating "Members Nominating Petition" blank forms are available at the club office. Nominations from the general membership must be received in the Prairie Club office by October 1.
- September – Submit slate of nominees to the Prairie Club Board of Directors
- October – If no additional nominees are received, the nominees set forth are deemed elected.
- October – If one or more positions are contested, the Elections Committee will conduct an election for the contested position(s).

Updated: January 2021