

## GUIDELINES for Nominating CHAIRPERSONS Presbytery of Cincinnati Nominating Committee

The presbytery committee chairs are nominated by the Presbytery Nominating Committee. Presbytery committee chairs are elected by the presbytery, usually at the July meeting, and begin serving at the next meeting of their committee.

### POSITION DESCRIPTION

The position of Committee Chair is for **one year only**. The committee chair may be re-nominated more than once. Neither chair nor committee should assume automatic re-election of chair simply because he/she is continuing to serve as a member of the committee.

Chair's responsibility is to oversee the functioning of the committee, as stated in the Standing Rules of the presbytery. The chairperson will prepare an agenda and distribute it to members ahead of the meeting time, moderate the scheduled meeting, and often be required to present a report from the committee at the presbytery meeting.

The chairperson should be chosen from the current committee membership except under unusual circumstances.

### ITEMS FOR CONSIDERATION

In considering a committee member for the position of chair, the Nominating Committee should consider their skills in organization and administration (giving attention to details), experience and knowledge of parliamentary procedures, and their comfort in leading small groups.

The Nominating Committee should also consider the needs of the presbytery as outlined in the *Book of Order* under G-6.0106 (discipleship), G-9.0104 and G-11.0103d (inclusiveness), and G-11.0302 (fair representation).

### PROCEDURE

No later than the June meeting, the Nominating Committee contact should present results of consultation with the designated staff person for the committee regarding the functioning of the committee and the chairperson.

Staff person and/or other members of Nominating Committee may be asked to recommend someone on the committee who would be a good chairperson.

April 2006