

Midwest Regional Chapter Society of Quality Assurance



Position Description of Nominating Director (ND)

COMMITTEE

The Nominating Director may form a Nominating Committee composed of a chair and at least two MWSQA members in good standing. If formed it will consist of:

- A Board of Directors (BoD) member to serve as committee chair is appointed by the President and approved by the BoD
- At least two members in good standing appointed by the chair and approved by the BoD

ND Responsibilities

- Nominate at least 2 persons for each elective office to be filled. Note: If unable to fill at least 2 persons for each office, then the person may run uncontested.
- The committee chair will maintain a record of expenses and will submit an expense plan to the BoD once annual expenses exceed \$300.00.
- Transfer all historical records to the incoming Nominating Director and be available to assist with the transition.

Proposed Schedule

1st Quarter

- Form Nominating Committee if needed

2nd Quarter

- Begin Candidate Selection Process:
 - Call present and past officers/directors for candidate possibilities
 - Ask out-going officers if they would like to run for a different office or run again for current office
 - Ask committee chairpersons or committee members if they would like to run for office
 - Ask any person suggested for office if they can suggest other possibilities
 - Supply position description of appropriate office and all potential committee descriptions to candidates
 - Request short biography for each candidate

3rd Quarter

- Prepare ballot
- Send the ballot information to SQA Headquarters so the e-ballot can be prepared.

*Midwest Regional Chapter
Society of Quality Assurance*



Position Description of Nominating Director (ND)

Proposed Schedule

October

- Help Coordinate e-ballot process

November

- Nominating Director notifies all candidates and in-coming chapter President of the election results.
- Obtain BoD approval for election results.

December

- Notify nominees in writing (e.g., email, etc.) of election results
- Forward a hard copy of the ballot and candidate biographies to the Historical Committee Chair

January 1

- Newly elected officers assume office