

## **STATE NOMINATING CHAIR JOB DESCRIPTION**

The State Nominating Chair shall be appointed by the State Executive Board, and shall serve until the completion of the Committee's assignment and presentation of the final report.

### **DUTIES:**

1. Shall call a meeting with the Nominating Committee members and the Advisor, if one is named (may be a State Past President) early in the Fall, before the Fall State Meeting, if a meeting is held, to review and discuss State Bylaws Article XII – Nominations and Elections.
2. Shall have names of potential qualified candidates from the information on the Credentials Forms in the Chair's files available for the Nominating Committee. Committee members should come to the meeting with suggestions for qualified candidates. Suggestions for candidates should be solicited from chapters before January 25 of each year.
3. Shall have the Committee members assist in phoning prospective candidates, especially those in the same chapter.
4. Before a nominee's name can be placed on the ballot, along with a Consent to Serve form, a Credentials form, and the chapter endorsements must be on file with the Nominating Committee Chair. An example of Consent to Serve form is on the International Quester Website.
5. Shall, after deliberation with Committee, telephone the members selected for each office and explain the duties (information received from the State President.) An Advisor may be helpful if difficulties arise in obtaining acceptance.
6. Shall send a follow-up letter with a request for written acceptance when a member accepts the specified nomination; the Consent to Serve form may be used. Include a Credential form to be completed if one is not on file.
7. Shall type the ballot, suitable for printing, when required chapter endorsements have been required. Ballot shall include:
  - a. State Office
  - b. Term of office
  - c. Nominee's name, chapter name, and number
  - d. Chapter endorsements

e. Teller's address

f. (Refer to previous ballots.) List the deadline date with name and address of the Teller designated by the State Executive Board. All ballots shall be returned to the Teller by March 5.

8. Shall mail ballots with self-addressed envelopes to the Teller enclosed to the State Council Members: Elected State Officers, Chapter Presidents, Past State Presidents, and Chairmen of Standing Committees.

9. Shall send a list of those nominated for each office to the State President and the Recording Secretary.

10. Shall send an itemized account of expenses (phone, postage), with receipts to the State Treasurer for reimbursement.

11. Shall send files (notebook) to the State President and the next Nominating Chair.

12. Shall prepare an Annual Report in triplicate, to be presented at the Annual Council Meeting. (One copy for your file, one for the State President's file, and one for the Recording Secretary.)

13. Records may be removed and destroyed after five years.

Revised Sept. 2025