Waterman Alumnae Group Job Descriptions - Officers

**Immediate Past President**

Board Responsibilities:

1. Attend Board Meetings

2. Assist President and President-elect when requested

3. Serve as Chair of the Nominating Committee

1. Contacted currently serving board members to ascertain their willingness to continue service on the board and determine which positions need to be filled for the next year. These calls should be made in October.

2. At the November Board Meeting, ask Board members to make suggestions of members they know who might be willing to serve on the Board, noting special skills these members have, if known.

3. Prepare forms and lists needed by the Nominating Committee, and have copies ready for each member of the committee:

a. Spreadsheet of names suggested by the Board – columns for Board member’s name, suggested names, and skills/areas of interest

b. Board Survey Results spreadsheet with columns indicating Board Positions, Names of Current Board member in each position, Decision for next year, Next Year’s Position, and Next Year’s Board

c. Nominating Committee List with phone number and email for each committee member

d. Nominating Call List spreadsheet with columns for Position, Nominees in Rank Order, Caller, Response, and Rank Order

4. Convene a meeting of the Nominating Committee as soon as possible after the November Board Meeting. The members of the committee (Board President, President elect Town Hall Chair, board member-at-large, and two Waterman members-at-large) are proposed by the President and confirmed by vote of the Board. Ask each committee member to bring a copy of the Waterman Membership list for use at the meeting.

5. Use a blank of the Nominating Call List mentioned above to enter names proposed by the committee for each open Board position. When all suggested names have been entered, rank order the names for each position and assign a caller for each suggested name. After the meeting, update the Nominating Call List and send it by email to each member of the committee.

6. Serve as the central information point person for the committee. Ask each member to report the outcome of each call so that the Nominating Call List and Board Survey Results spreadsheets can be updated and so that the next caller knows that we have moved down the list of suggestions.

7. Prepare the slate of proposed Board nominees for presentation at the March Board meeting.

8. Prepare and mail letters to the new board members thanking them for their willingness to serve and notifying them of the Annual Meeting and the date of their first Board meeting.

9. Prepare copies of the slate for the Waterman Membership Annual Meeting and present the slate to the membership for a vote.