

**The Polish Genealogy Society of Minnesota (PGS-MN)  
Nominating Committee Chair - Job Description**

The Nominating Committee Chair oversees the process for election of officers and prepares a slate of candidates for the PGS-MN election, which is held in January of each year.

***Interests/Skills/Talents:***

- Member in good standing of PGS-MN
- Ability to establish connections with existing members of PGS-MN
- Strong communication skills

***Responsibilities:***

1. Work with the Board of Directors in determining which positions are up for election in the next year.
2. Organize meetings of the Nominating Committee and determine how the work will be divided among committee members.
3. In the fall of each year, establish a slate of candidates who are qualified and willing to serve in a PGS-MN elected office, following the process outlined in Article VI, section 4 of the PGS-MN Constitution and Bylaws.
4. Provide candidates with a copy of the job description for the open position and answer any questions potential candidates might have regarding the open position.
5. Finalize candidates for each office that is up for election and obtain their consent to run for office.
6. Submit a list of candidates to the Board of Directors in December.
7. Lead the election process at the PGS-MN annual meeting in January.

September 2021