girl scouts of eastern missouri

ROLE DESCRIPTION

Title: **Alumnae Association Nominating Committee Chair**

Purpose of the role: To direct the work of the Alumnae Association Nominating Committee.

Accountability: Elected by the members of the Girl Scouts of Eastern Missouri (GSEM) Alumnae Association and accountable to the Alumnae Coordinating Board Chair.

Staff/ Department: Senior Director Membership and Program Services/Adult Development

Terms of appointment: Two years or until a successor is elected. Not eligible again for Nominating Committee Membership until after a lapse of one year. Term of office begins at the close of the Alumnae Association's Annual Meeting at which election is recorded.

Time Commitment: 8 hours per year

Responsibilities:

- Ensures that the Nominating Committee functions according to the established alumnae guidelines and practices
- Attends Alumnae Association Coordinating Board Meetings as an elected member
- Calls and presides at meetings of the Nominating Committee and participates actively as a member of the Committee
- Protects the confidentiality of Nominating Committee proceedings
- Keeps the Alumnae Association Coordinating Board Chair informed of the schedule of meetings and the progress of work
- Prepares and presents the report of the committee's work and the slate of nominees at the Alumnae Association Annual Meeting

Requirements of the role:

- Meets membership requirements
- Abides by national and local Girl Scout policies, standards and procedures
- Supports the Girl Scout Mission and direction of GSEM and the Girl Scout Leadership Experience
- Acquires knowledge of alumnae needs and problems through meetings, conferences and observation

Knowledge and skills required:

- Ability to work in a confidential manner
- Familiarity with the Council's jurisdiction and resources
- Knowledge of *Safety Activity Checkpoints* and *Volunteer Essentials*
- Knowledge of other available Girl Scouts of the USA and GSEM resources that provide information pertaining to current policies, standards and procedures relevant to the duties of the position

Training Required:

- Girl Scouting 101
- Intro to Girl Scouting