



# Kappa Delta

## Nominating Committee Job Description

The Nominating Committee works as a committee to slate candidates for the offices on the National Council and recommends five candidates for appointment by the National Council for the next biennium's Nominating Committee. The National Bylaws of Kappa Delta Sorority charge the National Council with appointing the Nominating Committee to conduct the nominating process for election of members to the National Council. The Nominating Committee functions independently as a standing committee but is obligated to uphold the National Bylaws as it pertains to the Nominating Committee (Article VII, Section B) and the Nominating Committee policies and procedures. The Nominating Committee reports to the National President but does not take direction from the National President or National Council.

### Responsibilities

- Solicit, recruit and accept names of qualified candidates to serve on National Council and Nominating Committee.
- Make sufficient inquiry of references in order to make an informed decision regarding a candidate.
- Review and revise existing application materials, process documents and communication materials.
- Review and evaluate applications (including resumes and references), interview and slate candidates for National Council and recommend candidates for appointment to the Nominating Committee.
- Support the education of the membership regarding the nominating and election process.

### Time Commitment

- Two meetings including an organizational meeting to review and update existing processes, informational documents, questions, applications, etc. in the first year of the biennium and an interview/slating meeting in April of the second year of the biennium for the purposes of interviewing candidates and slating.
- Review of candidate information prior to interview/slating meeting.
- Other meetings or phone conferences, as needed.

### Travel Commitment

Two in-person meetings at National Headquarters in Memphis, Tennessee; arrangements are made personally in accordance with Kappa Delta's travel policy which covers airline expenses and per diem meal allowances.