

## **Leadership Development & Nominating Committee**

### **Purpose**

The Leadership Development and Nominating Committee (LDNC) shall develop the future leadership of the Congregation and present a selection of candidates for all vacant elective positions annually.

### **Responsibilities**

- Maintains resources and provides support to church leadership
- Prepares nomination slate for annual elections

### **Membership**

LDNC shall consist of three members elected by the Congregation, two of whom are either an outgoing or former Program Council Chair or member of the Board of Directors. All persons elected to the LDNC shall be members of the Congregation and serve for three-year terms as defined in the By-Laws.

### **Selection of the Chair**

A chair will be designated from within the committee by its members to serve as point of contact for the committee. The chair will schedule and plan and committee meetings in coordination with other members and provide oversight of the committee's responsibilities.

### **Meetings of the Committee**

LDNC will meet as needed, about quarterly, to orient members to the role of LDNC (summer), plan for leadership vacancies and nominations requests (early fall), and finalize the nomination slate (early spring). Meetings can be called by any member. Since LDNC representation at key congregational meetings is generally useful, members may attend or send a representative to attend the annual congregational business meeting, and other meetings, notably the monthly Board and/or Council meetings, as available to gather information from and disseminate information to the leadership.

### **Policies**

#### ***Nominations and Elected Positions***

- The church core values should be embedded in the process used to choose leaders.
- The church bylaws provides for the church governance in Article VI, identifying officers and committees to be elected by the Congregation and their terms and responsibilities. In the bylaws, LDNC is charged with developing a selection of candidates for vacant elective positions.
- LDNC shall consider the diversity reflecting the make-up of congregation in its nominating and selection process.
- For each annual election to be held at each Annual Meeting of the Congregation, LDNC shall submit one (1) nominee from the church membership for each of the following positions as required when prior terms end or vacancies occur:
  - Per the bylaws, election positions are Board of Directors – to include the President, Vice President, Secretary, Financial Advisor, three (3) Board Members-At-Large, and a youth position; the Program Council Chair; three to five (3-5) members for the Commission on Our Ministries, three (3) members for the Leadership Development and Nominating Committee, and four to six (4-6) members for the Endowment and

Bequests Committee.

- LDNC shall notify the voting members of the Congregation of its nominations for officers and board trustees at least twenty (20) days before the annual meeting by listing such nominations on the notice of the annual meeting, or by posting such nominations in the church newsletter.
- Any voting member of the Congregation shall be entitled to nominate a candidate or candidates for any office from the floor at any meeting at which officers are being elected.

## **Procedures**

### ***Nominations and Elected Positions***

- A. Each program year, LDNC will prepare and submit a nomination slate with the following process:
  - 1) July/August, LDNC will update records on current and past leadership and terms and identify expected vacancies for the next program year.
  - 2) September/October, LDNC meets with the executive committee to discuss future leadership needs and identify people who may best fill leadership roles.
  - 3) Fall/Winter, LDNC reaches out to potential candidates to ascertain their interests, abilities, and availabilities. LDNC continues to solicit names for leadership roles from the Board, Council, and others as contacted.
  - 4) March, LDNC finalizes the nomination slate and collects short biographies from candidates.
  - 5) A month before annual meeting, a nomination report with sample ballot is submitted to the Board President and Church Administrator, and the nomination report, modified if necessary, is prepared for the church newsletter.
- B. After the Annual Meeting, LDNC will send a note to retiring officers, thanking them for their service to the congregation. LDNC will also send a note to elected leadership (those newly elected and continuing) to acknowledge their upcoming role, any important dates or news if known, and the availability of LDNC to provide resources and support.

### ***Leadership Support***

- A. During the program year, LDNC will periodically alert elected leaders and other lay leadership to the availability of LDNC to provide resources and support. LDNC may do this in a number of ways, for example:
  - 1) prepare a newsletter page that highlights one of our regular volunteers (or task), consolidates open volunteer positions submitted by staff, the Board, and committees, and/or identifies training opportunities/resources inside and outside of AUUC.
  - 2) send periodic emails to elected leaders.
  - 3) make announcements at Board and Council meetings.
- B. Twice a year (usually July and January), LDNC takes stock of the current elected and non-elected lay leaders in regular volunteer roles and identifies volunteer gaps. This information is summarized and submitted to the Board and Council.
- C. LDNC members may serve as a liaison to a church group/committee as needed to provide assistance and support leader development.

### ***Leadership Records and Resources***

LDNC will, in coordination with the Church Administrator and Program Council Chair, maintain,

distribute, and update annually, the following resources:

- A. A leadership roster with contact information for current leadership and points of contacts for church activities.
- B. Accotink 101 – a fact sheet and PowerPoint that serves to orient leadership to church governance.
- C. List of online resources, websites, and trainings of relevance to church activities and committee work.