

***Member, Leadership Development and Nominating Committee**, a three year term running July to June*

Function: The committee includes three members who are elected officers of the church, two of which must have recent experience as Board Directors or Chair of the Council. They are responsible for supporting the lay leadership and encouraging opportunities to develop and improve the talents of lay leadership within the congregation. They are also responsible for submitting nominations for open elected positions to the Board and church Administrator and posting the nominations in the church newsletter prior to the annual meeting. Elected officers include the Board of Directors, Endowment Committee, Council Chair, the Commission on our Ministries, and the Leadership Development and Nominating Committee itself.

Workload (average 5hrs/mth)

Preparation

- Prior service on committee(s) within the church community; two members must have recently served on the Board or as Council Chair
- Knowledge of the church bylaws
- Participation in district/regional trainings is recommended
- Willingness to reach out to lay leaders within the church

Meetings

- Members will hold regular meetings (about quarterly). A chair will be appointed among the group, and the chair will set the agendas for the meetings.
- Members will send a representative to attend the annual congregational business meeting, and other meetings, notably the monthly Board and/or Council meetings, as deemed appropriate to gather and disseminate information to the leadership.

Communications

- LDNC prepares a monthly newsletter page that spotlights one of our regular volunteers (or task), consolidates open volunteer positions submitted by staff, the Board, and committees, and identifies training opportunities/resources outside of AUUC

Leadership Development

- Each year, LDNC, in coordination with the church Administrator and Council Chair, distributes and maintains contact information for current leadership and points of contacts for church activities.
- Twice a year, 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.
- On an on-going basis, LDNC solicits names of members and friends from the staff, Board, and other committees as appropriate for open or pending church elected or other critical positions.
- LDNC members contact potential candidates for church offices, collect bios from willing nominees, and prepare a slate of nominations for the annual meeting materials and church newsletter.
- LDNC members may serve as a liaison to church groups as needed to provide assistance and support leader development.
- As a church leader, LDNC members may attend occasional training and the annual leadership retreat with the Board of Directors in the summer.