

NEW MEXICO JAZZ WORKSHOP

NOMINATING COMMITTEE DESCRIPTION

The Nominating Committee shall consist of the Immediate Past President of the Board of Directors and two additional NMJW members appointed by the Board. The Nominating Committee Chair shall be appointed by the Board of Directors from among the three members of the Committee.

TERM

The nominating committee serves a one-year term. The Board may approve a second term especially in consideration of staggered terms for Committee continuity.

DUTIES

The Nominating Committee shall make recommendations for candidates to serve on the Board of Directors by soliciting names from the Board and NMJW members.

The Committee shall review recommendations and prepare a slate of candidates for the Board of Directors review and approval at the Annual Board Meeting. Candidates may be approved after an Annual Board Meeting, but must be re-affirmed by election at the next Annual Board Meeting.

Each candidate shall fill out a Board of Directors application

One member of the Nominating Committee and an officer of the Board shall meet with the candidates.

Candidates may attend a Board meeting prior to deciding to be a candidate for Board membership.

Nominating Chair and Board President shall send a welcome letter to the newly approved Board Member

Board Handbook shall be provided to new member.

BOARD MEMBERSHIP

Insofar as possible, the Nominating Committee shall endeavor to have a balanced slate of candidates reflecting age, gender, professional experience and racial diversity in order to achieve a balanced Board of Directors reflective of the membership of the New Mexico Jazz Workshop.

MEETINGS

The Nominating Committee shall meet as needed in person, or via teleconference or email.