

The Walk With Christ

*** Nominations Committee Chairperson Servant Description ***

Role – The main responsibility of the Nominations Committee Chairperson is to facilitate the nominations process for Secretariat positions, directors, directoras and for two committees (specifically, Advocates & Nominations).

Term of Service – Serving on the Nominations Committee (Committee) is a three-year term. The first year consists of learning from the current Nominations Committee Chairperson (Chairperson). The second year consists of serving as the Chairperson. The third year of service on the Committee consists of serving in a reference role and being available to assist the Committee members as needed. The process for filling the position is that a TWWC Community person must complete a nomination form that has been submitted to, reviewed, and approved by the Nominations Committee that has been forwarded to the Secretariat President for consideration and Secretariat vote.

Position Specific Responsibilities – The Nominations Committee Chairperson will:

- Sign the ***Standing Committee Covenant*** at the first meeting each year. Signing the ***Covenant*** is a condition of serving on the Committee (not optional).
- Ensure other Nominations Committee members sign the ***Standing Committee Covenant*** at the first Committee meeting each year, then sign each and retain all signed ***Covenants*** for the duration of the year. Signing the ***Covenant*** is a condition of serving on the Nominations Committee (not optional).
- **FOR ALL NOMINEES**
 - Receive nominations for a position in The Walk With Christ ministry.
 - Check each nomination form for completeness, ensuring all questions are answered and that all the necessary criteria are met.
 - Contact each nominator, informing them that the nomination has been received, is being processed within the Nominations Committee, and will follow up with a Thank You from a designated member of the Committee.
 - A Pastoral Reference Form is required ONLY for Director and Directoras nominees.
- **FOR DIRECTOR & DIRECTORA NOMINEES ONLY**
 - Select a Committee member to contact the director(a) nominee's pastor to complete a Pastoral Reference form and answer any questions the pastor might have. Other nominations (i.e., Secretariat positions) do not require a Pastoral Reference Form. Once the Pastoral Reference Form is received, the Committee member shall contact the pastor, thanking him/her for providing the reference.
 - Prepare the Nomination Form and Pastoral Reference Form for submission to the Secretariat, printing one copy of the two documents for the next Secretariat meeting and sending another set electronically (i.e., email) to the President. The Chairperson shall be informed promptly about the Secretariat's vote on the submitted nominations once a selected nominee has accepted the call to serve.
 - Select a Committee member to notify the nominator when their nominee has been considered three times without being selected and advising them that they must re-nominate the person if they wish to have them reconsidered by the Committee and Secretariat.
- **FOR ALL NOMINEES**
 - Send all information for the names and dates of contacts made to the Committee Secretary to be entered into the Committee's Spreadsheet.
 - Remind Committee members to prayerfully consider individuals for nomination to serve and encourage Walk pilgrims to nominate individuals. The Secretariat Registrar can provide a report of those in the Walk Community who have met the criteria to be nominated to serve as a director or directoras. The Registrar can also provide reports that might be helpful for identifying those who might be interested in serving on Secretariat or one of the committees.

- Remind Committee Members of the **IMPORTANCE of CONFIDENTIALITY** during the process.

Additional Responsibilities – Although the Committee Chairperson & the Committee are not members of the Secretariat, they can have a major impact on the tone and atmosphere for many aspects of The Walk With Christ through personal actions and attitudes. Committee members should:

- Pray for The Walk With Christ ministry.
- Work at least one Walk weekend during their term of office.
- Participate in The Walk With Christ 4th Day activities.
- Participate in a Walk With Christ type reunion group.
- Support the local Ultreya with their participation.

Financial Responsibilities – Typically, the Nominations Committee Chairperson has no financial responsibilities. However, the Chair will be reimbursed by the Secretariat Treasurer for financial costs incurred for TWWC expenses upon submission of approved receipts and Secretariat approval.