



Nominating Committee Task Descriptions

Committee meets from January to May

1. Meeting Schedule:

- a. January: Kick-off meeting - 1 hour
- b. February – March: Weekly Meetings – 1 hour each
 - i. Status of recruitment
 - ii. Review list of OLLI members to nominate for positions
 - iii. Interview candidates
 - iv. Select nominees for awards, based on nominations
- c. May: Final meeting to review election results – 1 hour

2. Recruitment of Board Members and Officers

During February and March, contact OLLI members to ask if they would like to join the board. (Up to three contacts per week, depending on response.)

3. Committee Chair Activities

- a. Schedule and lead meetings.
- b. Enter dates into the work plan, based on Annual Meeting date.
- c. Present candidates for officer and board positions, and award nominations, to the Executive Committee and Board of Directors during the April meetings.
- d. Collect pictures and bios from candidates – send to OLLI Executive Director (ED) for presentation at the Annual Meeting.
- e. Send list of award nominees to ED for presentation at the Annual Meeting.
- f. Announce candidates on OLLI Comm.
- g. Work with OLLI Office Staff to create ballot form, and announce opening of election on OLLI Comm.
- h. Share results with the committee and complete certification of election.