

## Symposium Duties – Nominating Committee

### September:

Write short reminder blurb for newsletter asking for submission of names as possible candidates  
Discuss potential names and ask for suggestions from other committee members

### October:

Review lists of candidate names  
Contact potential candidates and confirm if interested in running for board  
Discuss names with committee members to determine splitting up the paperwork

### November:

Send candidates questionnaire  
Request candidates' bios and pictures  
Start list and record comments – document when questionnaire, bio, and picture are sent out and received  
Contact references listed in questionnaire for each candidate  
Confirm all references are obtained, and all are satisfactory, and candidate is actually a WRNC member  
Notify board about list of acceptable candidates  
Discuss any issues anyone may have about suggested candidates

### December:

Write article for newsletter giving information about candidates  
Supply newsletter with bios and pictures of candidates  
Supply webmaster with bios and pictures of candidates

### Beginning of January:

Follow through on any other names submitted from members as possible candidates following newsletter article

### Middle of January:

Contact candidates and determine if they are attending the symposium  
Create ballot with explanation of voting requirements  
Have enough ballots printed up for general meeting

### End of January:

Introduce candidates during General Meeting  
Determine that quorum requirements are met with banquet meeting attendance by members  
Pass out ballots  
Hold election  
Tally ballots, determine winners  
Welcome winners to board  
Provide new board members with information about Sunday lunch board meeting  
Provide new board members with information about how to access material online for minutes, documents, etc.  
Provide new board members with details about board member requirements, serving on committees, teleconferences, etc.