Nominations Committee				
# Members	**Term**	**Meetings/year**	**Required by LQG By-Laws**	**Last updated**
4	**2 years**	**Varies**	**YES**	**2026**

Purpose

The Nominations Committee is responsible for proposing a slate of officers for LQG for the coming year. The proposed slate of officers is presented at the September LQG meeting. The election of officers takes place at the October LQG meeting. The installation of officers takes place at the November LQG meeting.

Process for Adding New Members

Two (2) members should be appointed each year to the Nominations Committee. The appointments are made by the LQG President, with suggestions made by current members of the Nominations Committee. During the second year of the term, one member of the Nominations Committee serves as Chair.

Duties of Committee Members

1. Assist with securing LQG members to serve in the coming year in the positions of:
    a. President-Elect.
    b. Vice-President(s)-Elect for Programs
    c. Secretary
    d. Treasurer-Elect

Duties of Committee Chair

1. The Chair will call a meeting of the Nominations Committee no later than June.
2. The Chair and Committee members will determine the best method to secure nominees. In some years, all members of the Nominations Committee met and called potential officers. In other years, members of the Nominations Committee divided up a list of potential officers which each member contacted on their own.
3. The proposed slate of officers must be presented at the September LQG meeting.
4. The election of officers takes place at the October LQG meeting.
5. Installation of officers takes place at the November LQG meeting. The Nominations Committee conducts the installation ceremony for all members of the LQG Board. A sample ceremony is included below.
6. Prior to November LQG meeting, contact President to access locked cabinets and obtain "Past President" pin. Present the pin to the outgoing President during the installation ceremony during the November meeting.
7. Committee members will make all decisions for the Committee with concurrence from the LQG Board. The Committee does not have to answer to outside influences. In the event that problems are encountered, the Committee Chair should contact the LQG President.
8. When appropriate, the Chair should submit any proposed changes to this Committee description to the LQG President. Only the LQG Board has authority to revise Committee descriptions, including purpose, process for adding new members, and/or duties.

Sample Installation Ceremony

President

_____, you have agreed to serve as President of Lincoln Quilters Guild. During this second year of your three-year term, you will preside over all scheduled meetings of the Guild; call and preside at meetings of the Executive Board; serve as a member ex-officio of all LQG committees; perform incidental duties required of the President; and assume the office of Advisor in the third year of the term. _____, do you agree to fulfill these duties?

President-Elect

_____, you have agreed to serve at President-Elect of Lincoln Quilters Guild. As President-Elect, you will acquaint yourself with the duties of President; attend Executive Board meetings; assume other duties as the President directs; assume the office of President in the second year of the term and serve as Advisor in the third year. _____, do you agree to fulfill these duties?

Vice-Presidents for Programs

_____, you have agreed to serve as Vice-Presidents for Programs. During this second year of your two-year term, you will make arrangements for all LQG programs and classes; attend Executive Board meetings; and assist the President in all matters. _____, do you agree to fulfill these duties?

Vice-Presidents-Elect for Programs

_____, you have agreed to serve as Vice-Presidents-Elect for Programs. In this office you will acquaint yourselves with the duties of Vice President; attend Executive Board meetings; plan programs and classes for 2018, and assume the office of Vice-Presidents in the second year of the term. _____, do you agree to fulfill these duties?

Treasurer

_____, you have agreed to serve as Treasurer. During this second year of your two-year term, you will be in charge of all funds of the Guild, including receiving, depositing, and dispersing monies; you will attend Executive Board meetings; you will submit Treasurer's Reports for publication in the Plain Print; and you will maintain LQG's financial records. _____, do you agree to fulfill these duties?

Treasurer-Elect

_____, you have agreed to serve as Treasurer-Elect. In this office, you will acquaint yourself with the duties of Treasurer; attend Executive Board meetings; assist the Treasurer in all financial transactions; and assume the office of Treasurer in the second year of the term. _____, do you agree to fulfill these duties?

Secretary

_____, you have agreed to serve as Secretary. As Secretary, you will keep minutes of all LQG meetings; you will attend and keep minutes of all Executive Board meetings; you will submit LQG meeting minutes for publication in the Plain Print; and you will maintain a file of all minutes, reports, correspondence and inquiries for future reference. _____, do you agree to fulfill these duties?

Advisor

_____, you have agreed to serve as Advisor. During the third year of your three-year term, you will attend Executive Board meetings; advise the Executive Board in Guild matters; and assume other duties as the President directs. _____, do you agree to fulfill these duties?