

GUIDELINES FOR THE NATIONAL NOMINATING COMMITTEE

Revised May, 2013

Nominating Committees have a profound impact on the future of the AGO and the quality of its leadership, by virtue of the choices they make in the selection process. Nominating Committees are standing committees whose work continues year-round to develop a comprehensive list of prospective leaders from among the membership.

The information shared among the members of Nominating Committees during the course of their discussions is confidential. For that reason, each person serving on a Nominating Committee will be asked to sign a Confidentiality Statement.

1. The National Nominating Committee shall nominate candidates for national office and suggest candidates for committee positions to the National Council.
2. The NNC shall consist of six (6) members, no more than two (2) of whom shall be members of the National Council, and at least two (2) of whom shall be certificated members. Members shall serve a single four-year term. Three members of the NNC will rotate off of the Committee every two years.
3. Candidates for the three vacant positions on the NNC shall be recommended by the President, for election by the National Council at its fall meeting in even-numbered years. The term begins upon election of the members. The Director of the NNC is appointed by the National Council, upon recommendation of the President. The Director shall serve a term of two years and may be reappointed.
4. Following this appointment, the Director of the NNC shall contact all members of the committee and supply them with:
 - a) these guidelines
 - b) the Responsibilities of Elected and Appointed Officials document
 - c) the Confidentiality Statement, which must be signed and returned to the Director
 - d) the Individual Information Worksheet
5. The work of the NNC is ongoing, as it develops and maintains a list of current and potential leaders from among the Guild's membership.
6. At the spring National Council meeting of odd-numbered years, the Director of the NNC will ask each member of the Council who is eligible to serve another term to review his/her work (sample form attached). If the portfolio of an office includes the supervision of committees, the Director of the NNC will ask those directors to review the performance of the National Officer or Councillor that supervised the work (sample form attached). This confidential information will be sent to the Director of the NNC and shared only with the members of the Committee.
7. After the spring National Council meeting of odd-numbered years, the NNC will begin its evaluation of potential nominees, including incumbents, for the offices:
 - a) The committee will review the completed evaluation forms from all National Officers, Councillors and Directors of Standing Committees.
 - b) The preliminary work of the NNC may be conducted by mail, Email, and telephone conference, as information about possible candidates is shared among all members of the Committee. Any negative comments shall be considered in the context of the entire evaluation.
 - c) The NNC is not required to nominate an incumbent, even if eligible to serve another term.
8. A meeting of the entire Committee shall be scheduled in August of odd-numbered years, for the purpose of finalizing a recommended slate of candidates for all national offices and councillorships:
 - a) Two candidates shall be designated for each office.
 - b) The NNC is encouraged to assemble a list of possible candidates, rank them in order of preference, and contact candidates in that order to ascertain their willingness to run for the office and to serve if elected.
 - c) All nominees should be encouraged to attend the National Convention held in the year of the election. Successful nominees are expected to attend.
9. The NNC shall present its slate for National Officers and National Councillors to the National Council at its regular fall meeting in odd-numbered years prior to each election year. The nominations shall

be published in the official journal of the Guild in January of even-numbered years. Additional nominations for National Office may be made by petitions signed by at least fifty (50) voting members of the Guild in good standing. Such petitions must be received at National Headquarters prior to February 15 of each election year.

10. An informational letter shall be sent from National Headquarters to all candidates requesting this information: a biography, a statement and a picture. For the combined biography and statement, presidential candidates are allowed fewer than 1200 characters of type, and all other candidates are allowed fewer than 800 characters of type. The same information that appears in *The American Organist* will be available on the AGO website.
11. Following the National Election in even-numbered years, the Director of the NNC will destroy the confidential evaluation forms received by the Committee. All other working documentation shall be retained by the Director of the NNC for use by succeeding committees.

Legend:

NC National Council

RC Regional Councillor

NNC National Nominating Committee

RNC Regional Nominating Committee

National Nominating Committee Timetable

Even-Numbered Years

DATE	WHO	WHAT
Fall Meeting of NC	President	Recommends 3 candidates for NNC & Director of NNC
After Fall Meeting of NC	Members of NNC	Term begins
After Fall Meeting of NC	Director of NNC	Sends committee members: Guidelines Responsibilities Document Confidentiality Statement Individual Information Worksheet

Odd-Numbered Years

DATE	WHO	WHAT
Spring Meeting of NC	Director of NNC	Requests each member of NC to review work; national officers & councillors return forms to Director of NNC; RCs return forms to Director of their RNC
After Spring Meeting of NC	Director of NNC	Requests evaluation of work by incumbent officers and councillors from directors of national committees
Spring	Director of NNC	Schedules meeting at a convenient date & place for all members of NNC to attend; places request for candidates ad in <u>TAO</u>
August	All members of NNC	Meet to develop slate of 2 candidates for all national offices & councillorships
Fall Meeting of NC	Director of NNC	Presents report of NNC meeting and slate of candidates for approval
After Fall Meeting of NC	Director of NNC	Contacts all candidates to congratulate them
After Fall Meeting of NC	Executive Director	Contacts all candidates by letter with information and requirements

CONFIDENTIALITY STATEMENT

As a member of the National Nominating Committee of the American Guild of Organists, I recognize that the confidentiality of committee discussions is not only critical but inviolable. Therefore, I pledge not to reveal the names of those persons considered, or to engage in discussion outside of the committee regarding their qualifications for office.

I will only confirm the names of those chosen as candidates when notified by the Director of the Nominating Committee that it is permissible to do so.

Signed:

Date:

COMMITTEE DIRECTOR REVIEW WORKSHEET

***This information is confidential,
and will be shared only among the members of the Nominating Committee.***

Name:

Name of Committee:

National Officer or Councillor to whom you report:

Please describe, briefly, how you feel the National Officer or Councillor named above functioned in supervising your work:

INDIVIDUAL REVIEW WORKSHEET

***This information is confidential,
and will be shared only among the members of the Nominating Committee.***

Name:

Office held:

Please list, briefly, what you consider your accomplishments during this term of office:

What further goals and objectives would you recommend for this position:

Do you have any personal recommendations to share with the Nominating Committee, concerning AGO members who might have the skills necessary to serve in some leadership capacity?
Please send an Individual Recommendation Worksheet.

INDIVIDUAL RECOMMENDATION WORKSHEET

If you know someone who you feel is qualified to serve the AGO in a leadership capacity, please fill out the information below and return the form to the director of the National Nominating Committee.

I would like to recommend:

Name:

Region:

Contact information:

Professional degrees:

AGO certificates:

Offices held in AGO:

Specific skills that this person would bring to a particular job:

Recommended by: