

## 2 Nominating Committees

Do you think it strange that the first of these information sheets should deal with Nominating Committees? It is not. One of the most important functions of a thriving organization – whether it is a business or a volunteer group – is to provide a means for continuing their work. Businesses and corporations have a personnel director or hiring manager whose job it is to recruit and hire new people to take the place of those who leave or retire. For CCWs, experience has shown that a regular Nominating Committee is perhaps the best method of recruiting new officers.

Unfortunately, under the pressure of actually carrying out the many services, programs and events of CCW councils, this need for providing for the future is often overlooked, or not considered until almost the very end of a term, when it should be a semi-active committee throughout the year or term. The job of a nominating committee is to look at the members of her organization with an eye to their potential as new leaders. Did someone do an outstanding job collecting and keeping track of the ticket money for your Silent Auction? How about asking her to consider being the next Treasurer? How about the woman whose report on her trip to deliver your CCW's gifts to the homeless shelter was so well written? Wouldn't she make a great Secretary? And then there's the woman who pulled together all the many committees to make your Annual fund-raiser such a success. Surely, she'd be an outstanding Vice President or President. Each member of the Nominating Committee (not just the chairman) needs to be looking for – and recruiting – new officers throughout the term.

The make-up of a Nominating Committee will differ from CCW to CCW. In some, it may consist of one current board member, and two off-board members; in others, it may include one or more past presidents. The method by which they are chosen or named should be written in your Standing Rules (more on this document in a later data sheet). In any case, the work of a Nominating Committee should not be considered done until the next term's Nominating Committee is in place. In fact, it's a good idea to 'commission' them formally at some time, perhaps just after the installation of the new officers.

The members of a Nominating Committee need to have, if not written, at least well-defined and well-understood job descriptions for each of the positions, so this information can be provided to a potential nominee. For example: Does your Secretary handle your CCW's correspondence, as well as record the proceedings of your meetings (minutes)? In addition to handling your checkbook, does your Treasurer collect all the fees at various programs? Is your Vice President also the chair of one your events, or does she have certain membership duties? Does your CCW have board meetings separate from general membership events? How many are there, and when are they? Does your Vice President automatically become the next President? How long is the term of office (one year, two)?

The Deanery, Diocesan and National CCW boards have very structured means of selecting/electing Nominating Committees. Your method will probably be much less formal, but it is of even more importance. Without successful, active, ongoing parish CCWs, there is little meaning in other CCW rings. The real work of the Council of Catholic Women is done in the parishes; the other rings are in place to assist you, as well as give your parish CCW a presence and 'voice' in wider circles. Take pride in the successful services and programs of your parish CCW which translates into success in the deanery, diocese, nation and world!

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