

## **PRESIDENT-ELECT, SECRETARY, NOMINATING COMMITTEE**

### **Job Description, Qualifications/Prerequisites**

NCCW Board of Directors is looking for women of faith, strength and dedication. Qualified candidates are needed for the positions of President-Elect, Secretary, and seven members of the Nominating committee. **The deadline to receive all nomination applications is December 15, 2020.** Duties begin August 2021.

**President-Elect:** “The President-Elect shall, at the request of the President, or in the President’s absence or during her inability to act, perform the duties and exercise the functions of the President, and when so acting shall have the powers and duties of the President. The President-Elect shall have such other powers and perform such other duties as are from time to time assigned to her by the Board or the President. Upon the resignation, death or incapacity of the President, the President-Elect shall become President. Upon completing her term of office, the President-Elect shall automatically become President. The President-Elect will serve a two-year term and then assume the position of President and serve a two-year term in that position. A vacancy in the position of President-Elect for any reason shall be filled by the members during the next election cycle.”

**Qualifications/Prerequisites:** Candidates must be an Individual Member in good standing. She must have served as an arch/diocesan president (term must be completed prior to installation if elected) and served on the NCCW Board of Directors for a minimum of two years (prior to installation if elected). A person may serve only one term of office for President or President-Elect. President-Elect should be able to attend three Board of Directors meetings a year and other meetings as requested; be available for monthly conference calls with other members of the Executive Committee.

**Secretary:** The Secretary shall sign, with the President, such documents as are customarily attested to by the secretary of a corporation and shall keep minutes of meetings and forward such notices as may be required pursuant to the provisions of the Bylaws or by the Act. The Secretary shall ensure that the books, reports, statements and such other documents and records as may be required or necessary for the conduct of NCCW’s business are in order. The Secretary shall perform such other duties incident to the office of Secretary as may be assigned by the Board or otherwise set forth in the Bylaws.

**Qualifications/Prerequisites:** Candidates must be an Individual Member in good standing. A person may serve only one term of office for Secretary. She should be able to attend three Board of Directors meetings a year and other meetings as requested; be available for monthly conference calls with other members of the Executive Committee.

**Nominating Committee:** A Nominating Committee of seven (7) members shall be elected by the members for a two-year term. The Chair of the Nominating Committee will be elected from among the newly elected members at the first scheduled meeting of the committee following election. Members of the Nominating Committee shall not be candidates for any elected position and may not serve more than one term on the Nominating Committee without a break in service of more than two (2) years before being eligible to serve another term. Vacancies on the Nominating Committee may be filled by the Board. The Nominating Committee shall select a maximum of three (3) candidates for each vacant officer position.

**Qualifications/Prerequisites:** Candidates must be an Individual Member in good standing. Members of the Nominating Committee must have basic computer skills and the ability to communicate by email with fellow Committee members, as well as participate in regular conference calls with the Committee.