

Corvallis Caring Place

Nominating and Membership Committee Charter

Committee Purpose: The committee shall be responsible for ensuring that the Board maintains a qualified group of members and is led by officers with relevant leadership experience and expertise. Candidates for membership and board positions should be sought from the Benton community at large, as well as from existing or past Board members.

Membership: The committee consists of a minimum of three members of the Board. One member will be chosen by CCP Board President as chair.

Responsibilities:

1. Develop and implement a board recruitment plan.
2. Recruit and recommend candidates to fill vacancies on an as needed basis.
3. Prepare a slate of nominees for officers and positions on the Board of Directors to be reviewed as a regularly scheduled meeting at/or prior to the October board meeting.
4. Review the Board Job Description every three years and make any recommendations for revision to the Board.
5. Perform other tasks as directed by the Board.

Authority: Reports directly to the Board of Directors.

Reporting Requirements: The chairman or designee will report on committee meetings (oral or written minutes) at the next board meeting.

Revision Process: The charter is reviewed by the members every three years and revisions requires Board approval.

Approves: November 4, 2004

Revised: 2019