

## **NOMINATIONS TEAM**

Revised 02/07

### **Constitution of Team:**

In accordance with an open process for nominations, members of the Nominations Team shall be elected at the annual meeting of the Bathurst Pastoral Charge. There shall be a minimum of five (5) voting members.

### **Constitution of Team Leadership:**

In accordance with an open process for nominations, the Chairperson and Secretary of the Nominations Team shall be elected at the annual meeting of the Bathurst Pastoral Charge.

### **Staff Support:**

Although not required to attend meetings, the services of the office secretary may be required.

### **Duties and Responsibilities:**

1. organize, schedule and host an annual general workshop by October 30<sup>th</sup> of each calendar year focusing on the structure and function of the congregations, Pastoral Council, Teams and Sub-teams;
2. maintain a gifts and talent inventory of human resources within the Pastoral Charge;
3. submit to the annual meeting of the Pastoral Charge a complete slate of nominations for all positions on the Council, Standing Teams and Sub-teams, including nominees for the offices of chairperson, vice-chairperson and secretary where applicable;
4. review with all prospective nominees the terms of reference for the Pastoral Council and their respective Teams, Sub-teams or Committees;
5. recruit candidates, through an open process, for all positions on the Pastoral Council, Standing Teams and Sub-teams as vacancies arise;
6. recruit candidates, through an open process, for Ad hoc Committees as directed by the Pastoral Council;
7. recruit one candidate dedicated to the collection of money on behalf of the national Mission and Service Fund. This person shall be the M&S Treasurer;
8. recruit two candidates from the faith community who are eligible to audit the financial records of the Pastoral Charge;
9. submit, by November 1<sup>st</sup> of each calendar year, to the Financial Management Team, a summary of proposed revenues and expenses for the subsequent calendar year.

### **Frequency of Meetings:**

The Nominations Team shall schedule meetings to fulfill all prescribed duties and responsibilities. Meeting will be scheduled at the call of the chairperson.

### **Reporting and Accountability:**

The Nominations Team reports in writing to and receives direction from the Pastoral Council at each meeting of the Council.