

Naming Committee Job Description

Responsibilities

Each year the Naming Committee nominates candidates for the clerk and new members of the Nominating Committee to the November Meeting for Business.

Committee Selection

The Clerk of the Meeting brings names of prospective members of the Naming Committee to the September Meeting for Business to be considered for approval at that Meeting. When feasible, the Clerk may present these names prior to that Meeting for Business to allow for additional seasoning.

Qualifications

The Naming Committee normally consists of three individuals. Friends asked to serve should have experience with our Meeting and have served successfully on another committee.

Term and Duration

The term of service is for about a two to four month period -- until the new Nominating Committee is approved by Meeting for Business. It would be helpful for at least one member of the Naming Committee to have served on the Nominating Committee, preferably in the relatively recent past.

Nature of Activities

The Naming Committee meets in worship seeking divine guidance in discerning candidates for the Clerk and new members of the Nominating Committee for the coming year.

Members of the Naming Committee consult with the Clerk of the Meeting, the Clerk and current members of Nominating Committee, and other active members and attenders to get ideas about the needs of the committee and potential candidates for Nominating Committee and its clerk as well as how many new committee members will be needed for the coming year. Nominations for members and Clerk of the Nominating Committee are made with a balanced regard for continuity, proven experience, potential leadership, organizational skills, and full use of the resources of the Meeting – as described in the Nominating Committee Job Description.

Nominating committee members normally agree to serve for two years and have overlapping terms to ensure continuity in the nominating process. The clerk serves for one year at a time as clerk, but may be re-nominated and approved by Meeting for Business for a second year.

The proposed set of names for clerk and new members of the Nominating Committee is normally first presented to the November Meeting for Business, seasoned, and approved in December so that the new Nominating Committee can begin its work by early January.

Occasionally the Naming Committee may find it difficult to fill a position or positions, in which case the committee should bring that concern to Care of the Meeting Community Committee, the Clerk of the Meeting, or the Meeting for Business itself.

Documents Maintained

“Suggestions for the Naming Committee” (last revised 6 July 2006)

Approved 9/06

Suggestions for the Naming Committee

Compiled by 2003 Naming Committee (Miftah Leath, Helen Haug, Laura Cornell) with revisions by 2005 Naming Committee (John McCarthy, Larry Strain, Joyce Samati)

In creating these suggestions, the authors consulted at length with several clerks of past Nominating Committees (Leslie Leonard, Rich Tittle, Shelley Tanenbaum), current clerk of Nominating Committee (Cindy Trueblood), current and past members of Overseers Committee (Lynne D'Angelo, Susan Burr, Leonard Joy) and Clerk of Meeting Bob Burnett.

1. Preparation: Request from the Database Keeper both a complete current list of Members and Attenders (an expanded version of the current printed "directory") and the data file of recent history of all Meeting committee membership. Speak with the clerk of Nominating Committee to confirm the duration of terms for current members and the needed duration (one or two years) for incoming members to provide for appropriate overlap and continuity of terms.
2. Choosing a pool of names to call upon: When looking through the list of current members and attenders, Naming Committee should be sensitive to the needs of current committees, but may draw upon members of any committee if necessary. Friends in the last year of a 2-year term on another committee may be more ready to leave and serve on Nominating Committee than Friends just beginning service on that committee. It is OK for Friends to serve on more than one committee at a time (except for Overseers or Worship and Ministry or clerkships of other committees), i.e., they might wish to stay on their current committee and add Nominating Committee – although Nominating Committee is quite demanding from January through April.
3. Nominating a Clerk: Sometimes the key to the Naming process is to begin by finding an appropriate clerk for Nominating Committee, so it may be helpful to begin here. The Nominating Committee Clerk should be a Member of Meeting, although exceptions have been made after worshipful consideration. Naming Committee appoints the Clerk for only one year. Alternate Clerkship (but not Co-Clerkship) is acceptable only as a last choice.
4. Creating a balanced committee: Two-year service is desired with staggered terms. As on any committee, it is desirable to have a variety of talents, gender and age balance, and a range of experience with Friends' process to facilitate "mentoring" of new Friends by weighty Friends. In particular for Nominating Committee it is helpful if at least one person has database experience and if all members are willing to do the work of calling, asking, and listening. It is advisable not to have two members of the same family on the Committee. These guidelines and suggestions are meant to supplement, not replace, prayerful discernment in the Naming process.
5. In their conversations with potential Nominating Committee members, Naming Committee is encouraged to use the current set of questions developed by Nominating Committee, to spiritually deepen this process. Naming Committee will also call continuing and outgoing members of Nominating Committee, and will include these same questions in talking with them.
6. Listening to Spirit. Recall the words of Lloyd Lee Wilson (shared by Sarah Emmer and paraphrased here): In Meeting exists all the talent and gifts needed to fill the jobs in Meeting. The practice of two-year "term limits" may contradict the leading of Spirit. If a Friend's gifts have not been fully used or shared in two years, a longer term of service may be called for.