



NEW YORK-NEW JERSEY TRAIL CONFERENCE

NOMINATING COMMITTEE CHARTER

Approved by the Board on January 28, 2020

Purpose

The Nominating Committee is responsible for recommending nominees for election to the Trail Conference's Board of Directors (the "Board") and for election as Delegates-at-Large. The committee also oversees orientation of new members of the Board.

Responsibilities

1. Consulting with the Board to determine the attributes, characteristics, and qualifications that should be represented on the Board.
2. Developing a pool of qualifying prospects for current and future vacancies on the Board.
3. Identifying and conducting interviews with candidates for open positions on the Board.
4. Presenting to the Board a list of candidates for election to fill seats for which vacancies exist or are foreseen.
5. Presenting to the Board a list of candidates to fill Delegate-at-Large positions.
6. Coordinating with staff to ensure that an orientation program is in place for new board members and assisting with the orientation process.

Membership

1. The Nominating Committee shall have between five and seven members nominated by the Board Chair in consultation with the existing Nominating Committee members and appointed by the Board.
2. At least three committee members shall be members of the Board. A reasonable effort shall be made to appoint at least two committee members who are not members of the Board, but this is not required if such members cannot be found.
3. Committee members will serve for one-year terms and may be reappointed.
4. The Board Chair shall appoint one of the committee members to serve as the committee chair.
5. The committee chair shall have the authority to convene meetings and set agendas. In the absence of the chair at a duly convened meeting, the committee shall select a temporary substitute from among its members to serve as the chair of the meeting.

Meetings

1. Meetings shall be scheduled by the chair as necessary throughout the year and may be conducted in person or by means of electronic communication.
2. A majority of members (present either in person or by electronic means) shall suffice as a quorum, and a majority vote of such members present shall be necessary for action on agenda items.
3. Minutes shall be kept of all meetings.