

# **Nominating Committee**

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## **GENERAL**

The success or failure of any Pioneer unit is a direct measure of its leadership. Effective Pioneer leaders plan, promote and conduct activities for all members to ensure that Pioneer traditions of service, loyalty and fellowship are carried on.

The strategic importance of skilled leadership to the success of the Pioneer unit makes the Nominating Committee one of the most critical in Pioneering. Chapters, councils and clubs are strongly advised to form nominating committees early and, given the nature of the committee's responsibility, to select and train committee members carefully.

It is recommended that the unit president ensure that the Nominating Committee is formed and functioning by no later than February 1. A video-based training program\* on the nominating committee's form and function is available from the chapter office as a companion tool to this practice. Optimally, the nominating committee views the training video as a group. \* **PLEASE NOTE:** *The existing training program contains action/target dates that are now out of synch with the new Pioneer year/calendar. Please use this document as your reference for current action/target dates.*

## **DUTIES AND RESPONSIBILITIES**

While the unit president appoints this committee, the president *cannot* be a member of it—ex officio or otherwise. It remains the president's responsibility, however, to ensure that each committee member has the qualifications, training and direction to carry out the responsibilities of the committee.

The immediate past president of the chapter, council, club or Life Member club may chair that unit's Nominating Committee, which should consist of at least five voting members.

It is extremely important that the makeup of the committee represent the diversity of the entire membership. It is imperative, for example, that the committee not be comprised primarily of past unit presidents. In addition, a company sponsor/liaison and the Pioneer administrator should be included as non-voting members of the nominating committee, particularly at the chapter level.

In conjunction with the unit president and the chapter's long-range planning committee, the Nominating Committee is charged with ensuring that the composition of chapter, council, club and Life Member club executive committees reflects the letter and spirit of local, state/province and federal laws and regulations addressing equal opportunity. These committees should also ensure the proper representation and consideration of management and occupational personnel.

According to the election process time frame set by the chapter's constitution and bylaws, the nominating committee submits its list of candidates to the unit president (typically 45 days before the date set for the counting of ballots or voting).

In terms of parliamentary procedure, it is important to note that the list of candidates submitted by the committee is not subject to the review or approval of the unit president or executive committee. With the goal of ensuring the ongoing vitality and diversity of Pioneer leadership in mind, it is the nominating committee's ultimate responsibility to determine that the candidates submitted are:

- Qualified to fill the position for which they are nominated
- Agreeable to taking on the responsibilities of the position, and
- Releasable in terms of having supervisory support for the time off the job the position may require.

Also, over the course of the Pioneer year the nominating committee may be asked to suggest names of TelecomPioneers to fill vacancies in office.

### **TEN-STEP NOMINATION PROCESS**

The basic methodology used by the nominating committee consists of the following 10 steps:

**Step 1.** During January, the unit president should identify the persons chosen for the Nominating Committee. (Completed by February 1.)

**Step 2.** The Nominating Committee members attend the video-based training in February.

**Step 3.** The Nominating Committee members identify candidates to be considered by the committee for the officer positions using the leadership selection criteria. (See Leadership Assessment Indicator, below.)

**Step 4.** In March, the committee meets to begin discussing candidates and narrow the field to two or three per office.

**Step 5.** Between March and April, the committee members gather more information on the candidates to be presented in the April meeting.

**Step 6.** In April, the Nominating Committee meets to evaluate and identify the priority of choice of offering positions to candidates and ideally agree upon an appropriate slate.

**Step 7.** Supervisors of candidates are approached by the middle of July to gain concurrence and support.

**Step 8.** Candidates are approached by August 1st.

**Step 9.** Back-up candidates are approached if necessary.

**Step 10.** Ballots are sent by August 15 and returned by September 1. (Note: These are *recommended* dates. The chapter's Bylaws may dictate that the election be held under a different time frame. In addition, the chapter Bylaws may dictate an alternate method of voting; for example, by show of hands at an annual meeting of the unit membership.

## LEADERSHIP ASSESSMENT INDICATOR

The Leadership Assessment Indicator is a tool used by TelecomPioneers to evaluate potential candidates in terms of the skills and behaviors that constitute effective leadership and contribute to the overall success of the organization. Twelve separate leadership dimensions are included, each with four representative behaviors.

For each candidate, the nominating committee assigns ratings for each behavior based upon *objective observations*. Each dimension is rated using the following scale:

**4** - This is demonstrated consistently or very well. **3** - This is demonstrated often or relatively well. **2** - This is demonstrated infrequently or not very well. **1** - This is almost never demonstrated or very poorly.

A sample copy of the Leadership Assessment Indicator is provided as Exhibit I. Once the committee becomes familiar with the leadership-defining *behaviors* that are addressed by the Leadership Assessment Indicator, use of the companion summary sheet may prove more expedient.

This assessment summary simply lists the 12 leadership dimensions and provides space for the names of five candidates. For each leadership dimension, committee members rate the potential candidates by assigning each a plus (+) or a minus (-). A plus indicates the candidate has exhibited the behaviors relative to that dimension. A minus indicates the candidate has exhibited behaviors that are contrary to that dimension.

Copies of both the Leadership Assessment Indicator and the summary sheet can be obtained from the region's Pioneer training coordinator or the director of training at the Association office.

## CONTACTING PROSPECTIVE CANDIDATES

Certain steps are necessary in contacting prospective candidates and discussing Pioneer leadership. These steps are outlined below.

- Prior to any contact with the potential candidate, make an appointment with his/her immediate supervisor and review your proposal.
- Ensure that the supervisor is familiar with Pioneering, explaining the nature, history, goals and value of the organization, as necessary.
- Explain your reasons for selecting the individual as a candidate for office.
- Review the responsibilities of the office involved.
- Discuss the developmental opportunities it will provide the employee.
- Discuss the probable time requirements.

If the supervisor supports your proposal, continue as follows:

- Make an appointment with the potential candidate.
- Select a convenient time and place and suggest that one or more members of the nominating committee meet with the prospective candidate; be on time.
- Express the honor of the office and the nominating committee's desire to place his/her name on the ballot.
- Define the committee's view of the match between the potential candidate and the office. Expand on reasons why the person was selected and acknowledge the support of his/her supervisor.
- Discuss the developmental opportunities the office will provide the employee.
- Review the responsibilities and time requirements of the office.
- Ask the candidate to accept.
- Thank the candidate and extend congratulations.

**TelecomPioneers  
Organization and Activities**

**LEADERSHIP ASSESSMENT INDICATOR**

**Establishing Vision**

**Rating**

- Builds a clear and accepted identity for the organization. \_\_\_\_\_
- Gains team concurrence in establishing performance goals for the organization. \_\_\_\_\_
- Is able to specify actions that will result in achievement of mission. \_\_\_\_\_
- Promotes direction and purpose in others that relate to organization values. \_\_\_\_\_

**Interactive Skills**

- Treats others with dignity and respect . \_\_\_\_\_
- Demonstrates sensitivity to diverse cultural and value-based interests. \_\_\_\_\_
- Is alert to and demonstrates awareness of the goals and needs of others. \_\_\_\_\_
- People enjoy working with this person individually or in a team setting. \_\_\_\_\_

**Image**

- Displays professionalism and competence. \_\_\_\_\_
- Possesses verbal skills that demonstrate wisdom. \_\_\_\_\_
- Appears poised and confident in most circumstances. \_\_\_\_\_
- Displays positive emotions (i.e. enthusiasm, patience, confidence, etc.) \_\_\_\_\_

**Developmental Ability**

- Assesses the capability of others and assigns tasks appropriately. \_\_\_\_\_
- Coaches and teaches others effectively. \_\_\_\_\_
- Uses delegation in a positive and motivational manner. \_\_\_\_\_
- Continually encourages others in respect to their potential. \_\_\_\_\_

**Communications**

- Demonstrates highly focused listening skills. \_\_\_\_\_
- Speaks in a clear and concise manner. \_\_\_\_\_
- Responds to others' communications appropriately, demonstrating understanding. \_\_\_\_\_

**Risk Management**

- Demonstrates courage when facing risk. \_\_\_\_\_
- Treats risk as a potential opportunity rather than an absolute threat. \_\_\_\_\_
- Is alert to potential negative results of assuming impractical risk. \_\_\_\_\_
- Is driven by objectivity – rather than emotion -- when assessing risks. \_\_\_\_\_

**Decision Making**

- Demonstrates fairness and openness to team perspective when making decisions. \_\_\_\_\_
- Is highly capable of making decisions alone when appropriate. \_\_\_\_\_
- Sensitive to, but not dominated by, political considerations. \_\_\_\_\_
- Demonstrates a high level of success in making correct decisions. \_\_\_\_\_

**Name of leader assessed** \_\_\_\_\_ **Date** \_\_\_\_\_

**ASSESSMENT SUMMARY SHEET**

**Candidates**

<b>Leadership Dimensions</b>					
Influence Power					
Promotional Ability					
Role-Model Principles					
Innovation					
Creativity					
Establishing Vision					
Interactive Skills					
Image					
Developmental Ability					
Communications					
Risk Management					
Decision Making					