

Salem Area Historical Society Position Description

Title: Salem Area Historical Society Nominating Committee Chairperson

By-Law Duties: The Nominating Committee Chairperson shall lead the committee responsible for making nominations for officers of the Society.

Additional Duties: The following duties shall be performed or delegated by the Nominating Committee Chairperson:

- Attending the January meeting to kick off the nominating process
- Accepting self-nominating Candidate Nominations
- Having name and contact information included in publicity requesting Candidate Nominations
- Attending the February Meeting to:
 1. Call for nominations from the floor
 2. Close nominations
 3. Compile nominations and announce them

Requirements: Member of the Salem Area Historical Society

Desired Skills: The following skills are desired in order to fulfill the duties of the Nominating Committee Chairperson:

- Proficient in email communication.
- Willingness to work with others.