

From Your Nominating Core

Nominating Core Position Description

Composition: (8 members): Two ministers, two practitioners and four lay community members.

All are members in good standing with their church or community and who have demonstrated significant involvement in their church or center, as well as within the Community at large.

PURPOSE:

The Nominating Core serves the United Centers for Spiritual Living community on an ongoing basis. The role of this Core is to attract and seek out the most highly qualified nominees to fill each available position within the organizational model of the Community. This Core brings great prayer, visioning and scrutiny to its deliberations, thus providing the United Centers for Spiritual Living Community with nominees, or slates of candidates, most gifted and prepared for their proposed service in a greater level of leadership. Each year, the Nominating Core presents slates of candidates at The Gathering as needed to fill vacancies for the CORE Council, Nominating Core, Practitioner Core, and Vision Core and Community Spiritual Leader.

ADDITIONAL QUALIFICATIONS:

Members of the Nominating Core have a track record of significant involvement in the organizational functioning of the Community; spiritual maturity; impartial, serving the welfare and advancement of the entire Community rather than partisan representation of any groups or special interests. Because of the nature of the work done by the Nominating Core, it is essential that members of the Core have computer skills including familiarity with word processing, e-mail and similar productivity applications.

DUTIES FOR THE NOMINATING CORE:

Meetings may include the Annual Gathering and no more than two face to face meetings during the year. Some travel expenses for these meetings are covered by United Centers for Spiritual Living.

Additionally, monthly conference calls during the year to vision, inform, review resumes, interview, and fulfill the leadership needs of United Centers for Spiritual Living year's election, or when appointments are necessary. Time is spent interviewing and communicating with the nominees. The Nominating Core's activities are on-going throughout the year.

Tasks Of The Nominating Core:

- Review current forms, materials, methodology and processes used by the Nominating Core
- Announce the available positions and nominating process to the United Centers for Spiritual Living Community
- Receive nominations and/or identify potential nominees and verify nominations
- After assignment of a Nominating Core liaison to each nominee, send materials to nominees, and gather required documents from nominees.
- Communicate with and interview nominees to determine qualifications
- Track progress of nominees through the nominating process, communicating with the nominees and representing the nominee to the full Nominating Core.
- As a Core, review all nominees and prepare slate of candidates to deliver to the CORE Council
- After approval from CORE Council, inform nominees if they are on the slate or not.
- Record candidates speeches for delegates to hear
- Prepare announcement of candidate slate for the community
- Provide biographies and other information for upload to the on-line election system

- Usher candidates through events of *The Gathering*, presenting them to the delegates in various formats
- Represent the Nominating Core at *The Gathering*, providing information about the next election and accepting nominations.

Time Requirements:

- Monthly Nominating Core conference calls of about an hour duration
- Frequent telephone communication with the assigned nominees, interviewing, gathering required documentation and discussing the nominee with the Core
- Up to two face-to-face meetings, around May and Sept/Oct. If the Core cannot meet face-to-face, the Core still meets on line for about two days for each of these meetings.
- Expect to attend *The Gathering* to assist the candidates and the process for the next year.

NOMINATION CORE COMPETENCIES (From the Leadership Architect® Suite.)

In addition to the Fundamental Qualities and Competencies, we are looking for the following **essential** competencies in members of the Nominating Core:

FOCUS

Dedicated to meeting the expectations and requirements of all members, community member groups, ministers and practitioners; gets first hand information and uses it for improvements in products and services. Acts with membership and the organization in mind; Establishes and maintains effective relationships with members/the organization and gains trust and respect.

SELECTION PROCESS

Is not afraid to select strong people; knows a lot of people in the movement and has been around for a while

MANAGING AND MEASURING

Sets clear objectives and measures; monitors process, progress and results; designs feedback loops

PLANNING

Accurately scopes out length and difficulty of project; sets objectives and goals; breaks down work in the process steps; develops schedules and assignments; anticipates roadblocks; measures performances, evaluates results

PROBLEM SOLVING

Looks for effective solutions; probes all fruitful sources for answers; excellent and honest analysis; can see hidden problems; looks beyond the obvious and doesn't stop at the first answer.

SIZING UP PEOPLE

Good sense of natural and acquired talent; after reasonable exposure, can articulate the strengths and weaknesses of those in the organization

BUILDING EFFECTIVE TEAMS

Strong sense of teamwork; creates strong morale; fosters open dialogue.

TIMELY DECISION MAKING

Makes decisions in a timely manner, always mindful of the timelines. Works well under tight deadlines and pressure.

PRESENTATION SKILLS

Effective in a variety of formal presentations; commands attention and can manage group process during presentation; can change tack in mid-stream when something isn't working.

STANDING ALONE

Will stand up and be counted; willing to be champion for an idea or person; can be counted on, especially when times are tough.

DECISION QUALITY

Makes good decisions based on mixture of analysis, wisdom, experience, and discernment; sought out by others for advice and solutions