



## Nominating Committee

**Committee Description:** We are responsible to ensure that all elections, outside of the internal Board of Directors elections, are done according to the ACS bylaws, and that there is a determined effort to be fair minded with great outreach to insure an inclusive environment.

### Roles & Responsibilities:

- **What does the committee work on?** Making sure that all candidates for the BOD or any ACS awards are informed and vetted. Each year the Nominating Committee:
  - Makes sure that notices go out to ACS members to nominate fellow members for the Board openings, as well as any ACS awards.
  - Produces a Board of Directors slate that mirrors the diversity of ACS and meets the current and future needs of ACS and the American artisan cheese industry.
  - Reaches out to those who are nominated to communicate responsibilities and expectations.
  - Once the elections are over, we reach out to all candidates to inform them of results.
- **Is any travel required?** No travel is required.

### Time Commitment:

- **What months are busiest?** The busiest months are at the beginning of the year, to set up the election for the Board of Directors
- **How many hours are generally expected of a committee member each month?** At the busiest time, about 5-6 hours a month
- **How long are members expected to participate on the committee?** The committee is selected yearly by the President of the ACS Board

### Desired Skills:

- Well-connected within the ACS and cheese community
- Works well with others on finding consensus
- Active ACS member
- Inclusive mindset
- Respectful of committee confidentiality commitments
- Good communicator

### Current Meeting Schedule:

- Sept-Jan, once monthly; Feb-Mar, biweekly; Apr-Jun once a week.
- It is important to attend all meetings to maintain continuity.

\*Please note that current Nominating Committee members are not eligible to be elected to the ACS Board of Directors.

Interested in joining a committee? Email us at [info@cheesesociety.org](mailto:info@cheesesociety.org)

