



## **Nomination and Elections Committee Report**

**October 9, 2018**

1. Nomination and Elections Committee Members: Janet (Jan) Proctor (Chairperson) and Lorena Williams and Mary Woodard

2. Ms. Proctor attended the COE Executive Committee Meeting on September 11, 2018. Ms. Proctor and Ms. Williams held a Conference Call to discuss and prepare the draft COE Member Satisfaction Survey.

3. Completed Action Items:

(a) Prepared and presented a draft Welcome Letter for approval. The COE Executive Committee approved the Welcome letter on September 11, 2018.

(b) Presented a presentation for recommending an "Annual Evaluation or Self Assessment" for the COE Executive Committee Officers. After some discussion, the Committee disagreed with doing a Self-Assessment. It was recommended that a survey could be done by its members. Ms. Proctor stated that she would take the Committees' recommendations and present a different approach at the October meeting.

4. Action Items. Requesting approval from the COE Executive Committee at the September 11, 2018 meeting for:

a. COE Member Satisfaction Survey. Ms. Proctor revamped the Annual Evaluation and is recommending the LWSC COE Members Satisfaction Survey. The Members will complete during the month of \_\_\_\_\_ (TBD) by the COE Executive Committee. (Attachment 1)

b. Standard Operating Procedures (SOP):

(1) Nomination and Elections Committee SOP. Prepare a draft SOP for the Committee's responsibilities and processes. Target completion date by October 9<sup>th</sup> meeting. (Attachment 2)

(2) COE Member Satisfaction Survey SOP. If approved, a draft will be prepared and presented at a later date.

Respectfully Submitted,

Janet Proctor  
Chair, Nomination and Elections Committee

2 Attachments