



## **Nomination and Elections Committee Report**

**September 11, 2018**

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

2. Ms. Proctor attended the COE Executive Committee Meeting on August 14, 2018. She

3. Completed Action Items:

(1) Appointed a new member, Mary Woodard, to the Committee. Met with committee members to discuss action item updates.

(2) Prepared and presented a “Comparison Chart for Changes to the draft By-Laws” for: Article 1 (Purpose), Article V (Nomination Committee), and Article VI (Elections). The Committee’s recommended changes were approved on August 14, 2018 (see Attachment (1)).

(3) Reviewed and added additional information on the Committee’s Purpose, Responsibilities and Processes. Combined Articles V and VI and changed Committee’s name to: Nomination and Elections Committee. Added to Article V in the draft By-Laws.

(4) Updated draft By-Laws with August 14, 2018 approved changes. Reviewed and discussed with President Knox.

(5) Prepared draft Welcome Letter.

(6) Prepared presentation for recommending “Annual Evaluations” for the COE Executive Committee Officers.

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

a. Welcome Letter. Recommends newly elected COE Executive Committee Officers receive a Welcome Letter (see Attachment 2). (Note: LWSC does not have a Welcome Letter for their Volunteers.)

b. Annual Performance Evaluation. Recommends an Annual Evaluation be conducted for the COE Executive Committee Officers and Standing and Ad Hoc Committee Chairpersons (see Attachment 3).

c. Evaluation Criteria. It will coincide with the Nine (9) National Standards of Excellence provided by the National Council on Aging & National Institute of Senior Centers. Ms. Charlene Love has agreed to work with us.

d. Standard Operating Procedure (SOP). If approved, a draft on the Evaluation Process will be prepared and presented at a later date.

c. 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.

Respectfully Submitted,

Janet Proctor  
Chair, Nomination and Elections Committee

3 Attachments