

Washington Association for Marriage and Family Therapy

Elections Committee Member

Requirements: Either a Student or Professional Member though no less than 3 of the elections committee members must be a Professional Member.

Term: Three years, beginning in January after the election by WAMFT voting members and should be staggered so that one (1) member shall be replaced each year. Elections Committee members shall not be active board members during the term.

Note: The following responsibilities listed below are required of all Elections Committee Members except for the ones where the Elections Committee Chair is indicated.

<u>Committee Responsibilities:</u>	<u>Timeline</u>
• Appoint the Elections Committee Chair at the first Committee meeting.	<i>January</i>
• Maintain a file consisting of members who have been recommended, nominated or in other ways identified as potential participants in WAMFT activities (Elections Committee Chair).	<i>Continuous</i>
• Recruit prospective board member candidates through their networks and contacts, by attending WAMFT events to seek recruits and offer information about open board positions, and by attending board meetings to partner with board members in the recruitment process.	<i>Continuous</i>
• Prepare a slate of nominees for all elected Board positions for Officer, Board Member, and Elections Committee for all WAMFT elections.	<i>August</i>
• Oversee the elections of such positions as provided in the most current Bylaws and in rules and procedures adopted by the Board for elections.	<i>Sept.-Oct.</i>
• Report the election results to the Board (Elections Committee Chair)	<i>Aug.-Sept.</i>
• Inform all candidates of the election outcome within 1-2 days after the Board's review of the results (Elections Committee Chair)	<i>October</i>
• Confirm elected candidates' acceptance of positions to the Board (Elections Committee Chair)	<i>October</i>
• Communicate election results to the membership in writing (Elections Committee Chair).	<i>October</i>
• Meet with the board to discuss the elections process and to ensure that the upcoming elected positions are confirmed with the correct board position descriptions and job duties and to get board member needs in terms of volunteer needs (Elections Committee Chair).	<i>Quarterly</i>
• Serve as the search committee when an Officer or Chair of a Committee requests help in filling positions.	<i>As needed</i>