



POSITION DESCRIPTION

1. POSITION IDENTIFICATION

Title _____Committee Chair_____

Functional Area _____MSEA Nominating Committee

Reports to _____MSEA Board_____

2. POSITION OBJECTIVE

To oversee the MSEA Nominating Board, this is in charge of seeking the most qualified candidates for upcoming vacancies on the MSEA Board and MSEA and CSEA awards.

3. COMPETENCIES REQUIRED

The following competencies are required for this position:

Communication	<ul style="list-style-type: none"> The ability to clearly explain positions and awards and what qualifications are needed.
Team work	<ul style="list-style-type: none"> The ability to work with others to reach a common goal.
Problem solving	<ul style="list-style-type: none"> The ability to find the best candidate for positions needed to be filled based on an understanding of the position and a potential candidate's skills and personality.
Self Management	<ul style="list-style-type: none"> The ability to be aware of potential deadlines and the commitment to

	meet those deadlines.
Planning and organizing	<ul style="list-style-type: none"> The ability to organize committee meetings, as to scheduling the meeting and having an agenda planned.
Technology	<ul style="list-style-type: none"> Having a range of IT skills Ability to run a GO To Meeting
Learning	<ul style="list-style-type: none"> Managing own learning
Initiative and enterprise	<ul style="list-style-type: none"> Time management

4. KEY PERFORMANCE OBJECTIVES	
Outputs	Key Performance Indicator
Setting up spreadsheet of current MSEA Board and the next term.	Deliver spreadsheet to other committee members.
Setting up committee meetings as needed.	After MSEA Board elects the Nominating Committee, the Committee meets to elect the committee chair.
1 st Award is Lifetime Achievement	Suggestions should be presented at the November MSEA Board Meeting.
Final selection of New MSEA Board	Needs to be done 30 days before CSEA Annual Meeting. Present selection to MSEA Board by the May MSEA Board Meeting.
CSEA Awards	Due in April to CSEA
MSEA Awards	Due by the May MSEA Board Meeting

--	--

**5. PERSON SPECIFICATION
QUALIFICATIONS/KNOWLEDGE/EXPERIENCE**

Qualifications – Desirable:

Knowledge, Skills & Experience (Essential):

- Knowledge of qualifications for positions and awards as well as due dates.
- The ability to convey to potential MSEA Committee Members what their duties/responsibilities entail.

Knowledge, Skills & Experience (Desirable):

- The ability to work well with others.

6. ORGANIZATIONAL RELATIONSHIPS/AUTHORITY

ORGANIZATIONAL RELATIONSHIPS

Reports to: MSEA Board

Manages: The Nominating Committee

Internal Contacts: Other Committee Members

External Contacts:

ORGANIZATIONAL AUTHORITY

Decisions made in the position:

- When, where and how to have Committee Meetings
- Who will approach the potential candidates, if no volunteers

Decisions referred:

- Final selection of Incoming MSEA Board is referred to Current MSEA Board.

8. GENERAL RESPONSIBILITIES

- Organize committee meetings
- Prepare agenda
- Prepare and circulate spreadsheet used showing vacancies.
- Be aware of due dates for awards and positions
- Present Committees suggestion for upcoming MSEA Board to Current Board