**Nominating Committee Guidelines**

Date Established: February 1, 2020

Amended:

1. **Committee Duties**: It is the responsibility of the Nominating Committee to accept nominations to, or solicit volunteers for, the Board of Directors. To this end,
	1. The Committee shall vet nominations and volunteers for eligibility to serve on the Board including current membership status and any other requirements included in the current bylaws of the Hoof Trimmers Association.
	2. The Committee shall provide a copy of the specific job description applicable to the position for which the individual is being considered to said individual for review at least six (6) weeks prior to the election.
2. **Chairman Duties**
	1. Contact HTA President for names of committee members assigned to this committee.
	2. Copy all nominating committee members on all correspondence relating to the Nominating Committee.
	3. Prepare letter to be sent by Executive Director advising members that nominations for HTA officers are in order and give deadline for receipt of nominations.
	4. Receive all nominations for officers, note date received, and advise sender the nomination was received.
	5. After all nominations are received, notify each candidate that his/her nomination for HTA office has been accepted.
	6. Compile all nominations by office, attach the listing of candidate’s qualifications and goals and send to Executive Director for distribution to Club Presidents in the monthly mailing and for use of Desk and Derrick Journal editor for the Convention issue.
	7. Prepare report for the Board of Directors informing them of the proposed slate of officers and any received nominations and related qualification verification.
	8. Work with Executive Director in the preparation of the official ballot.
	9. Work with the HTA President for the presentation of nominees and format of Candidates’ Caucus, if one will be conducted, at Convention.