

NAMING COMMITTEE

I. Purpose

The Naming Committee is convened annually to bring forth a slate of nominees to serve on the Gifts & Service Committee. The Gifts and Service Committee cannot nominate its own membership.

II. Forming the Naming Committee

At Burlington Friends Meeting, members of the Naming Committee have sometimes been nominated by the Presiding Clerk and sometimes self-nominated during Meeting for Business. Nominees to the Naming Committee should be approved at a Meeting for Business in September.

III. Number of Members

Normally 2-3 people serve on the Naming Committee.

IV. Desirable Qualifications

Members of the Naming Committee should know many Friends in the meeting and at least one member of the committee should be quite familiar with the committee structure and process of Burlington Friends. Naming Committee members should feel comfortable contacting Friends and discussing the possibility of their joining Gifts and Service..

V. Responsibilities

- Consult with the Clerk of the Gifts and Service committee to understand their needs. How many people do they need (usually one or two), and with what experience or skills?
- Develop a list of Friends with appropriate experience and skills for Gifts and Service.
- Contact each potential nominee and discuss the needs of the Gifts and Service committee, the purpose and responsibilities of that committee, and whether the nominee to Gifts and Service feels led to serve.
- Nominees to Gifts and Service must be approved by Meeting for Business. When nominees who are led to serve have been identified, bring their names to the next business meeting for approval, generally in October.
- Revise or re-approve this document to be sure it remains up to date.

VI. Time Commitment

- This is a short-term commitment. Normally there is a month between the business meeting at which the Naming Committee is formed and the business meeting at which they present their slate of candidates for Gifts and Service. Much of the work of this committee may be carried out via telephone.

VII. Last Revised: December 10, 2017