**\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District Nominating Committee**

**Meeting #1 Agenda (Orientation Meeting)**

**Date:**

1. Welcome Nominating Committee Chair
2. Purpose of the Nominating Committee & Process
	1. Review timeline
	2. Review Nominating Committee Worksheet
3. Review District Organization Chart
	1. Review current district leadership - CONFIDENTIAL
	2. Review district needs (vacancies)
4. Identify prospects for each replacement/vacancy
	1. Review Manpower Review Form - CONFIDENTIAL
	2. Provide Job Descriptions for all vacancies
5. Volunteer Recruiting Process
6. Assign Recruiting Tasks
7. Next Meeting
8. Adjourn

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| Meeting Title |

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| Date | Meeting Time | Meeting Location |

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| Meeting called by | Golden Gate Area Council- \_\_\_\_\_\_\_\_\_\_\_\_District |
| Type of meeting | Nominating Committee Orientation |
| Facilitator |  |
| Note taker |  |
| Timekeeper |  |
| Attendees |  |

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| Agenda Topic 1 |

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| Time allotted | Presenter |
| Discussion | Enter discussion |
| Conclusions | Enter conclusions |

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| Action Items | Person Responsible | Deadline |
| Action item 1 | Presenter Name | Date | time |
| Action item 2 | Presenter Name | Date | time |

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| Agenda Topic 2 |

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| Time allotted | Presenter |
| Discussion | Enter discussion |
| Conclusions | Enter conclusions |

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| Action Items | Person Responsible | Deadline |
| Action item 1 | Presenter Name | Date | time |
| Action item 2 | Presenter Name | Date | time |

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| Agenda Topic 3 |

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| Time allotted | Presenter |
| Discussion | Enter discussion |
| Conclusions | Enter conclusions |

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| Action Items | Person Responsible | Deadline |
| Action item 1 | Presenter Name | Date | time |
| Action item 2 | Presenter Name | Date | time |

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| Agenda Topic 4 |

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| Time allotted | Presenter |
| Discussion | Enter discussion |
| Conclusions | Enter conclusions |

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| Action Items | Person Responsible | Deadline |
| Action item 1 | Presenter Name | Date | time |
| Action item 2 | Presenter Name | Date | time |

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| Agenda Topic 5 |

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| Time allotted | Presenter |
| Discussion | Enter discussion |
| Conclusions | Enter conclusions |

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| Action Items | Person Responsible | Deadline |
| Action item 1 | Presenter Name | Date | time |
| Action item 2 | Presenter Name | Date | time |

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| Agenda Topic 6 |

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| Time allotted | Presenter |
| Discussion | Enter discussion |
| Conclusions | Enter conclusions |

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| Action Items | Person Responsible | Deadline |
| Action item 1 | Presenter Name | Date | time |
| Action item 2 | Presenter Name | Date | time |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District Nominating Committee**

**Meeting #2 Agenda (Orientation Meeting)**

**Date:**

1. Welcome and Introductions

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| **Action Items** | **Owner(s)** | **Deadline** | **Status** | **Results** |
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1. Review status of last meetings’ Action Items & results
2. Report on current status of process
3. Discuss & assign remaining Action Items/Assignments/Scheduling/Timeline
4. Review District lists of prospects
5. Questions & Comments
6. Next Meeting
7. Adjourn

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| Meeting Title |

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| Date | Meeting Time | Meeting Location |

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| Meeting called by | Golden Gate Area Council- \_\_\_\_\_\_\_\_\_\_\_\_District |
| Type of meeting | Nominating Committee Meeting #3 |
| Facilitator |  |
| Note taker |  |
| Timekeeper |  |
| Attendees |  |

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| Agenda Topic 1 |

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| Time allotted | Presenter |
| Discussion | Enter discussion |
| Conclusions | Enter conclusions |

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| Action Items | Person Responsible | Deadline |
| Action item 1 | Presenter Name | Date | time |
| Action item 2 | Presenter Name | Date | time |

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| Agenda Topic 2 |

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| Time allotted | Presenter |
| Discussion | Enter discussion |
| Conclusions | Enter conclusions |

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| Action Items | Person Responsible | Deadline |
| Action item 1 | Presenter Name | Date | time |
| Action item 2 | Presenter Name | Date | time |

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| Agenda Topic 3 |

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| Time allotted | Presenter |
| Discussion | Enter discussion |
| Conclusions | Enter conclusions |

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| Action Items | Person Responsible | Deadline |
| Action item 1 | Presenter Name | Date | time |
| Action item 2 | Presenter Name | Date | time |

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| Agenda Topic 4 |

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| Time allotted | Presenter |
| Discussion | Enter discussion |
| Conclusions | Enter conclusions |

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| Action Items | Person Responsible | Deadline |
| Action item 1 | Presenter Name | Date | time |
| Action item 2 | Presenter Name | Date | time |

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| Agenda Topic 5 |

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| Time allotted | Presenter |
| Discussion | Enter discussion |
| Conclusions | Enter conclusions |

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| Action Items | Person Responsible | Deadline |
| Action item 1 | Presenter Name | Date | time |
| Action item 2 | Presenter Name | Date | time |

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| Agenda Topic 6 |

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| Time allotted | Presenter |
| Discussion | Enter discussion |
| Conclusions | Enter conclusions |

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| Action Items | Person Responsible | Deadline |
| Action item 1 | Presenter Name | Date | time |
| Action item 2 | Presenter Name | Date | time |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District Nominating Committee**

**Meeting #2 Agenda (Orientation Meeting)**

**Date:**

1. Welcome and Introductions

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| **Action Items** | **Owner(s)** | **Deadline** | **Status** | **Results** |
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1. Review status of last meetings’ Action Items & results:
2. Discuss remaining Action Items & timeline
3. Review of District lists and status
4. Confirm District slate for presentation at Annual Business Meeting
5. Questions & Comments
6. Meeting Adjourned

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| Meeting Title |

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| Date | Meeting Time | Meeting Location |

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| Meeting called by | Golden Gate Area Council- \_\_\_\_\_\_\_\_\_\_\_\_District |
| Type of meeting | Nominating Committee Meeting #3 |
| Facilitator |  |
| Note taker |  |
| Timekeeper |  |
| Attendees |  |

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| Agenda Topic 1 |

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| Time allotted | Presenter |
| Discussion | Enter discussion |
| Conclusions | Enter conclusions |

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| Action Items | Person Responsible | Deadline |
| Action item 1 | Presenter Name | Date | time |
| Action item 2 | Presenter Name | Date | time |

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| Agenda Topic 2 |

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| Time allotted | Presenter |
| Discussion | Enter discussion |
| Conclusions | Enter conclusions |

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| Action Items | Person Responsible | Deadline |
| Action item 1 | Presenter Name | Date | time |
| Action item 2 | Presenter Name | Date | time |

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| Agenda Topic 3 |

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| Time allotted | Presenter |
| Discussion | Enter discussion |
| Conclusions | Enter conclusions |

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| Action Items | Person Responsible | Deadline |
| Action item 1 | Presenter Name | Date | time |
| Action item 2 | Presenter Name | Date | time |

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| Agenda Topic 4 |

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| Time allotted | Presenter |
| Discussion | Enter discussion |
| Conclusions | Enter conclusions |

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| Action Items | Person Responsible | Deadline |
| Action item 1 | Presenter Name | Date | time |
| Action item 2 | Presenter Name | Date | time |

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| Agenda Topic 5 |

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| Time allotted | Presenter |
| Discussion | Enter discussion |
| Conclusions | Enter conclusions |

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| Action Items | Person Responsible | Deadline |
| Action item 1 | Presenter Name | Date | time |
| Action item 2 | Presenter Name | Date | time |

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| Agenda Topic 6 |

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| Time allotted | Presenter |
| Discussion | Enter discussion |
| Conclusions | Enter conclusions |

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| Action Items | Person Responsible | Deadline |
| Action item 1 | Presenter Name | Date | time |
| Action item 2 | Presenter Name | Date | time |