

October 31, 2011

2011-2012 Nominating Process

Action Required by: November 18, 2011

Dear Active JLE-NS Members:

On behalf of this year's Nominating Committee, I want to outline the nomination process for 2012-2013 leadership team positions. It is standard procedure to begin the nominating process with the Policy Board positions, and then to follow with the Management Board in early 2012 and other leadership positions. We ask for your serious consideration in either nominating members for a leadership position (straw ballot) or self-submitting your name—don't be shy! The timeline is as follows:

- Members will have until **November 18, 2011** to complete and submit Straw Ballots and/or Self-Submission Forms for Policy Board. Any forms returned after this date will be accepted at the discretion of the Nominating Committee.
- A member of the Nominating Committee will be calling each active to conduct a brief telephone interview after November 18th. As tradition in the JLE-NS, the discussion will focus on your JLE-NS aspirations and volunteer career path, and will take approximately 15 minutes. **If you have not received a phone call by December 5th, please email me at bairdchile@hotmail.com.**
- The Nominating Committee will begin the Policy Board slating process on **December 15, 2011**. It is important that every active member participate in an interview by that date.
- Policy Board Position Descriptions. Please review the job descriptions of the Policy Board positions which are attached with this email. The job descriptions give a synopsis of the positions that comprise the JLE-NS Policy Board and are available to accept nominations. The nominating committee may provide additional information based on 2012-2013 league year needs. The President appoints the positions of Community Advisor, Sustainer Director and By Laws Parliamentarian.
- In January, you will receive balloting for Management Board and other leadership positions.

All completed forms should be returned to me via email no later than November 18, 2011. Forms received after that time as well as failure to setup a nominating interview will be considered at the discretion of the Nominating Committee. Please email forms to: Katherine Caskey: bairdchile@hotmail.com

Please do not fax or send to the League Headquarters

On behalf of the Nominating Committee, I encourage you to consider taking on leadership in the JLE-NS. You may want to talk to members who perhaps occupy or have occupied positions of interest to you. Think about leveraging your existing talents or learning new skills.

We encourage your participation and your questions. Please do not hesitate to call me, or your advisor who also serves on the Nominating Committee. They are:

Rebecca Garces – Chair Elect, garcesr@yahoo.com, 847.778.0886
Tyra Leonard, tyraleonard@gmail.com, 312.399.6607
Karen Burchell, kcburchell@yahoo.com, 847.602.8383
Stacey Van Metre, staceyvanmetre@comcast.net, 847.728.0166
Jane Evans – New Member, jane@design360.net, 773.485.0875

Thank you for your time and consideration in this year's nominating process. We look forward to this process and to serving the Junior League of Evanston-North Shore.

Warmest regards,

Katherine Caskey
Nominating Chair

Attachments: Self-Submission Form
Straw Ballot Form

Please find attached:

- Self-Submission Form – This form enables you to submit your name for a position(s) on the JLE-NS Policy Board along with a description of your skills, knowledge and/or expertise. Feel free to include supplemental information on yourself, including a resume if available. We encourage all members – active and transfers – to consider taking on a leadership position. Training is provided through the current leader via a transition meeting.
- Straw Ballot Form – This form enables you to submit the names of others whom you feel have the skills, knowledge and/or experiences for the positions described. Your name is optional on this form.

JLE-NS Nominating Process
2012-2013 Policy Board Positions

SELF-SUBMISSION FORM

Due Date for Self-Submission is: November 18, 2011

We would like for you to consider self-nominating for a JLE-NS Policy Board position:

- Review the position descriptions in the attachment.
- If your skills, talents and/or experiences could serve in a particular Policy Board capacity, then please complete the form. Feel free to continue additional comments on a separate sheet or include supplemental information, such as a resume if available. All information will be confidential and used by the Nominating Committee only.
- If you have questions regarding this process or a position, please call your advisor or me, Katherine Caskey, Nominating Chair, at 224.321.2351 or email bairdchile@hotmail.com

Your Name: _____

Position(s) that You are Self-Submitting for:

Reasons for Interest, including Skills, Talents and/or Experiences:

Please email no later than November 18, 2011 to:

**Katherine Caskey, bairdchile@hotmail.com
JLE-NS Nominating Chair**

Please do not fax or mail to League Headquarters
Submissions after the deadline will be accepted at the discretion of the Nominating Committee

Date Received: _____

JLE-NS Nominating Process
2012-2013 Policy Board Positions

STRAW BALLOT FORM

Due Date for Straw Ballot is: November 18, 2011

We would like for you to consider nominating another JLE-NS member for a Policy Board position(s).

- Review the position descriptions in the attachment.
- If you know of someone in the JLE-NS who possesses the skills, talents and/or experiences that could serve in a particular leadership capacity, then please list names and reasons. Please feel free to use a separate sheet for additional comments. This information will be confidential and used by the Nominating Committee only.
- If you have questions regarding this process or a position, please call your advisor or me, Katherine Caskey, Nominating Chair, at 224.321.2351 or email bairdchile@hotmail.com.

Your Name (optional): _____

Please check the boxes and list the name/reason for nominating a JLE-NS member for a particular position. Include the individual's skills, talents and/or experiences next to the position for which you are recommending her.

LIST NAME(S)

President-Elect

Reasons:

Community Director

Reasons:

Membership Director

Reasons:

Finance Director

Reasons:

Member at Large

Reasons:

Recording Secretary

Reasons:

The positions listed below are appointed by the President, but your recommendations are appreciated.

Sustainer Director

Reasons:

Bylaws Parliamentarian

Reasons:

Community Advisor

Reasons:

Please email no later than November 18, 2011 to:

Katherine Caskey, bairdchile@hotmail.com

JLE-NS Nominating Chair

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Date Received: _____