



**Big Bend Jobs & Education Council, Inc.  
d/b/a CareerSource Capital Region  
NOMINATING COMMITTEE CHARTER**

**ROLE**

The Executive Committee shall appoint the Nominating Committee. The Nominating Committee shall consist of no less than three (3) and no more than seven (7) members of the Board of Directors.

**MEMBERSHIP**

Nominees must indicate a willingness to serve prior to their nomination. Submission of officer nominations, in writing, to a Nominating Committee member by a Board of Directors' member during the quarter prior to the change in officer positions scheduled every two (2) years. The Chair of the Nominating Committee shall be the immediate past chair of the Board of Directors. Nominating Committee members shall recruit replacement members whenever vacancies occur.

**MEETINGS**

The Nominating Committee members will meet as needed.

**KEY RESPONSIBILITIES**

The Nominating Committee shall present a slate of officers to the Board of Directors at its fourth quarter full board meeting (Spring/Annual Board Meeting) for a vote by the whole board.

**STAFF SUPPORT**

Staff contact for the Nominating Committee is:

Jim McShane, Chief Executive Officer (CEO)  
[Jim.McShane@careersourcecapitalregion.com](mailto:Jim.McShane@careersourcecapitalregion.com)  
850-617-4601  
Fax: 850-410-2595

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