



AMERICAN  
**mensa**  
LTD.

## Assistant Nominating Committee Chair

### **Overview:**

The Assistant Nominating Committee Chair, assists the Nominating Committee Chair.

### **Appointment:**

The position is appointed by the AMC upon recommendation by the Chair. The position will be discharged following the completion of the project or event.

### **Experience/Training needed:**

Experience with Mensa activities and programs, especially as a local group officer would be beneficial.

Experience with Mensa activities, especially on the national level would be beneficial.

Leadership experience (in or outside of Mensa) would be beneficial.

### **General Responsibilities:**

In coordination with the Nominating Committee Chair, establish written goals before the first AMC report is due.

Via your AMC liaison recommend action, policy changes or new policy to the AMC.

Take action as outlined in charge.

### **Specific Responsibilities:**

Assist the Nomination Committee Chair and assume the Chair's duties, if necessary.

### **Time and space required:**

The position will require an extensive or moderate time commitment, but only during -one portion of the year when your program is active. During this time you will need to check email regularly and consult with liaisons and national office staff to coordinate program details as needed.

The position will get a moderate amount of mail, some of which will need to be retained for files but much of that will be communication to keep you informed of ongoing activities.

The position gets a large volume of emails, much of which should be retained for future reference.

**Travel and Meetings:**

The position may occasionally be expected or request to attend AMC meeting when there are topics on the agenda of relevance to the position. The executive committee must approve travel funding. You are always welcome to attend any meeting of the AMC without funding.

This committee should plan to meet annually at the AG and conduct other business during the year via email.

**Budget:**

There is some funding for this program/project in the budget. The budgetary officer indicated controls this budget. Check with that officer before spending or authorizing any expenditure.

**Subcommittees or appointees:****AMC Liaison:**

Past Chairman

**National Office Liaison:**

Director of Information Systems