

## **Presbyterian Women in the Synod of the Covenant**

Job Description: **SEARCH COMMITTEE MEMBER (three year term)**

Purpose: To nominate candidates to be leaders of Presbyterian Women in the Synod of the Covenant

Accountability: To the Coordinating Team of Presbyterian Women in the Synod of the Covenant (PWSOC/CT) and to Presbyterian Women in the Synod of the Covenant (PWSOC).

Composition: The composition of this committee shall be:

Two (2) from Michigan presbyteries

Two (2) from Ohio presbyteries

One (1) alternating between the two states

Responsibilities:

1. All members of this committee shall serve on the PWSOC/CT, attend all meetings of the CT and PW Synodwide Gatherings unless excused by the Moderator.
2. Study the requirements for each leader as described in the job description.
3. Seek and receive names of potential nominees for office from the PWSOC/CT and from PWP's and PWC's.
4. Attempt to maintain a balance with regard to age, racial ethnic groups, geography, new and experienced members on the PWSOC/CT.
5. Supply a copy of the job description, by-laws and standing rules to each nominee.
6. Select and present nominee for each position for election at the Synodwide Gathering or at a PWSOC/CT meeting in years when there is no Synodwide Gathering. No member of the Search Committee shall be nominated for a position on the PWSOC/CT.
7. Present candidates for appointments by the Moderator with the concurrence of the Facilitating Committee to fill unexpired terms of PWSOC/CT members.
8. Annually select the Search Committee Moderator and report her name to the PWSOC/CT for annual election.