Function of the Nominating & Manpower Committee

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Mission
Advise the Executive Board on leadership qualifications and leadership needs of the national committee.

Objectives
One of the primary organizational functions of the NCCS Executive Board is to identify and recruit qualified regional and national leaders for the planning and running of its nationwide programs for Catholic youth in Scouting. To continue this in an organized manner, a permanent Nominating and Manpower Committee is appointed to coincide with the three-year term of the National Chair and National Chaplain.

The Committee shall be responsible for the screening, selecting and recruiting candidates for regional and national offices. Elections are normally held in November or December.

A ticket of prospective candidates shall be presented to the Executive Committee for approval each fall for approval and/or recommendations. Appropriate ballots for national dissemination shall be prepared for national dissemination no later than the first week of November. The ballots shall include sufficient biographical data to allow voting members to make informed selections. After the annual elections, the Committee shall formally notify the newly elected officers and publish the results in the NCCS newsletter.

The Committee shall also search nationally for highly qualified Catholics, both clergy and laity, who could be resources as non-elected members of the NCCS. This could include appointed members of the Executive Board as well as members of NCCS’ Standing Committees. They may be Catholics with or without Catholic Scouting experience.

Periodically, the Committee will present the Executive Committee a list of names of prospective members, along with a brief biographical sketch, with recommendations on the position for which they should be considered. For new members to Standing Committees, prior consultation with the National Chair and Chaplain plus the appropriate Standing Committee leadership, is required before an invitation is formally extended.
The Committee shall make arrangements for a formal briefing of new members on the functions of NCCS. Announcements of these appointments shall be made in appropriate newsletters.

Programs

The Nominating and Manpower Committee shall

- Track the status of all elected and appointed lay and clergy leadership positions of the NCCS and advise the Executive Committee when vacancies are imminent or present
- Solicit nominations for elected Regional and Executive Committee offices, review and verify credentials (as necessary), and recommend candidates to stand for election.
- Advise the Executive Committee on leadership issues as requested.

Procedures and Implementation

Committee Operations

Selection and Make-up of the Committee

The committee shall consist of seven members - a chair, a chaplain and five regular members. The chair and chaplain shall nominally be the immediate Past National Chair and immediate Past National Chaplain. The five additional members shall be active members of the NCCS Board but not currently members of the Executive Committee. They should be experienced Catholic Scouters who fully understand the workings of the NCCS and the importance of good leadership in accomplishing its mission. The selection of committee members should reflect the broad nationwide extent of NCCS’s mission. In addition to the immediate Past National Chaplain, the committee should include at least one additional priest.

The committee shall be selected by the incoming National Chair, with initial approval by the Executive Committee, and the final approval by the Executive Board. Normally this is done at the Executive Board meeting when the incoming National Chair is inducted. The National Chair has the option of changing members of the Committee at anytime during his term - with the same procedure as above.

Conducting Committee Business

The Committee shall meet at least once a year, usually in the spring, in conjunction with the Biennial Conference or the Executive Board and Standing Committee meetings.
Required business between meetings, shall be conducted by phone and/or mail. The Chair shall seek Committee advise, wherever possible, on all of the Committee's recommendations.

The Committee shall maintain close liaison with the Executive Committee and Board in order to stay attuned to the current manpower needs of the organization. At each Board meeting, the Committee Chair shall report on the state of manpower in the NCCS, and shall openly seek Board input on prospective new NCCS members - both appointed and elected. Connections shall be maintained with the NCCS Standing and Ad Hoc Committees, seeking information on their current needs. Close contact with the Multicultural Ad Hoc Committee shall be maintained to assure recruiting and screening appropriately reflects the cultural diversity of the Church.