Society of Woman Geographers

NOMINATING COMMITTEE CHARTER

Purpose

The Nominating Committee helps the Board of Directors fulfill its oversight responsibilities for recruiting board members and officers, in accordance with sound governance policies and practices. The Committee's responsibilities include identifying and nominating qualified candidates for Board membership, recommending assignments for Board officers, and preparing the selected candidates for election by the members.

Members

The Committee shall consist of three or more independent SWG members not on the board, recruited by the President and approved annually by the Executive Committee. The President shall appoint the Chair of the Committee.

Meetings

The Chair may call Committee meetings, which shall be held as needed to identify new board members and officers and to prepare the candidate ballot for a November membership vote.

Reports

The Nominating Committee shall report all actions it takes to the Board at the Board's next regular meeting following those actions and shall address any questions arising during its duties to the Executive Committee.

Responsibilities

In carrying out its designated responsibilities, the Committee shall:

- Conduct all committee activities in accordance with the Code of Conduct and Ethics established by the Board in 2025.
- Review the composition of the Board and the competencies, skills, and attributes of its members in relation to the Society's needs, identifying any additional skills required.
- Search for prospective new Directors.
- The Committee will review and evaluate the qualifications of prospective Directors in consultation with the Executive Committee. Following the initial review and approval, the Committee selects those individuals for election from the membership.

- Report regularly to the Board on the Committee's activities and actions, as appropriate. The Committee will maintain meeting minutes and report the results of Committee meetings to the Board.
- Review the Committee's own performance and recommendations for future years, and report the results of that review to the Board.

Length of Commitment:

The Nominating Committee's terms align with the SWG President's appointment of committee members. Each term lasts until the committee completes its task of presenting directors and officers to the members for election.

Policy Compliance

All committee members are required to comply with SWG's Board-approved policies, including the following:

Harassment and Discrimination Policy (2026): SWG prohibits all forms of harassment and discrimination. This policy applies to employees, volunteers, board and committee members, and all individuals with a professional relationship to SWG, across all organizational activities and communications. Harassment is defined as unwelcome conduct that creates an intimidating, hostile, or offensive environment.

Non-Disclosure and Confidentiality Policy (2026): Committee members must exercise professionalism, sound judgment, and diligence to safeguard against the unauthorized or inadvertent disclosure of Confidential Information.

Committee members are expected to familiarize themselves with both policies in full. Unauthorized disclosure of Confidential Information or harassment of staff or members constitutes a serious violation of this charter and may result in disciplinary action.

2026 Committee Members

Mary Ellen Pelzer, Chair
Libby Ingalls
Christine Morel

The Nominating Committee is formed under the resolution outlined in the Society of Women Geographers Bylaws, Adopted 10-00-2025.

Approved by the Board of Directors on February 28, 2026