



Diocese of Virginia Committee & Commission Nomination Process

Step 1: A member/organization of the Diocese uses an online nomination form to nominate an individual for membership on a committee or commission.

Helpful Hint: Any individual, committee or commission of the Diocese can make a nomination.



Step 2: Diocesan staff receive and acknowledge receipt of the nomination.



Step 3: The diocesan staff liaison reviews the nomination and consults with the committee or commission chair to recommend approval or rejection.



Process for Commissions

Step 4: Diocesan staff submit the nomination slate to the Executive Board for review and approval.



Step 5: The Executive Board reviews and votes on the slate.



Step 6: If the nominations are not approved, the diocesan staff make the appropriate notifications. If the nominations are approved, diocesan staff submit the nominations to the bishop.



Step 7: The bishop's office sends a letter of appointment to the new commission member, copying the staff liaison and the commission chair.

If nomination is **approved**, proceed to Step 4.

If nomination is **not approved**, the staff liaison notifies the nominee and nominator of the decision.



Process for Committees

Step 4: Diocesan staff submit the nomination to the bishop for final review and approval.



Step 5: The bishop's office sends a letter of appointment to the new committee member, copying the staff liaison and the committee chair.

Helpful Hints:

* Term limits are for one or three years, starting upon appointment and ending upon the completion of the Council meeting closest to the end of the three-year term. Rounding up or down is appropriate, but all terms end at a diocesan Council. Nominations submitted before July 25, 2011 will serve until the 2014 Council. Nominations submitted after July 25, 2011 will serve until the 2015 Council.

* Commissions should meet quarterly and are responsible for oversight of committee work, including budgeting needs.

* Committees can determine their own meeting schedules.