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1987 General Nomination Procedure for Chair of CFW

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THE UNIVERSITY OF TENNESSEE
KNOXVILLE

Commission
for Women

TO: Commission for Women Members

FROM: Ad Hoc Nominating Committee

Jerry Askew
Susan Kemppainen
Tricia McClam
Maxine Thompson (Chair)
Eleanora Overbey

DATE: March 13, 1987

SUBJECT: Nominations for Chair of the Commission for Women

In the last Commission for Women's meeting, Judy Webster announced she will not be able to serve as Chair of the Commission, due to a job promotion and subsequent increase in work load. Judy's last official day as Chair will be June 30th. Please join the Nominating Committee in congratulating her for receiving a promotion. Also, let's applaud Judy's leadership as Chair of the Commission for Women for the past two years. She has worked very hard to rebuild the Commission's organization and membership; we commend her efforts.

The Ad Hoc Nominating Committee was formed to develop and carry out an equitable nominations procedure to elect a new Chair. The nomination procedures are as follows:

- *Send in your nomination for Chair of the Commission for Women on the enclosed form to: The Commission for Women's Office, 2012 Lake Avenue, CAMPUS. The deadline for accepting nominations is Monday March 30th. Please contact the person you are nominating to make certain she would like to serve as Chair of the Commission. The names will be included on the election ballot at the April 2nd Commission meeting. Also, we are asking nominees to attend the meeting for acceptance of the position if elected.*

- *The election will take place during the April 2nd meeting. Ballots will be distributed to Commission members for their votes. The person receiving the most votes will be selected as Chair of the Commission for Women.*

- *Commission for Women members will discuss including nominees on the ballot, who are not currently commission members, prior to the election (due to certain time constraints this discussion can not occur before the April 2nd meeting).*

In an effort to determine qualifications for the position, Judy was asked to outline criteria based on her experiences. They are as follows:

Required

1) Support of immediate supervisor and department in order to spend 25% of time on CFW business.

2) Initiative and assertiveness.

3) Ability to conduct meetings and facilitate discussion - ability to communicate.

Nice to Have

1) Pleasant personality

2) Sense of humor

3) Perseverance

4) Perspective

5) Understanding of the university's bureaucratic structure

Please consider these qualifications carefully when making your nomination. Also, nominees may be interested in knowing that the Commission for Women's Office has certain resources available in order to carry out Commission business, i.e., a small budget, office space (two rooms located in same house as Women's Studies), College Work Study student (assists approximately 15 hours a week), graduate assistant (editor of the Networker), copier machine, and lanier word processing unit (shares with Women's Studies).

We encourage all members to participate in the nomination process and to attend the next meeting to cast your ballots for the next Chair of the Commission for Women.

Nomination for Chair of the Commission for Women

The following person has agreed to be nominated as Chair of the Commission for Women :

Name:
Position:
Campus Address:
Phone:

Brief Biographical Information:

Please return by March 30, 1987 to: Commission for Women, 2012 Lake Avenue, CAMPUS.