



## SFE SAC Nomination Committee Guidelines

- I. The Nominating Committee consisting of the pastor, principal, SAC Chairperson, an additional SAC Voting member and a member of the Parent Club, will recruit a slate of candidates of elected SAC positions.
  - a. Committee will select a recorder and secretary to document committee findings and recommendations.
- II. Recruitment of SAC members.
  - a. This committee is encouraged to actively seek school parents and parishioners alike. This outreach must include:
    - i. Any interested party that meets the SAC membership qualifications may be recommended to the nomination committee for consideration for SAC membership.
    - ii. Coordination with Development Committee Chair for Marketing resources and appropriate messaging techniques.
    - iii. Solicitation at Parish.
      1. Advertisement in Parish Bulletin for positions sought, duration, commitment length and description.
      2. Nomination request forms must be readily available at Parish Center and other appropriate locations.
      3. Work with Parish council and pastor to determine interested and viable candidates.
      4. Use of Parish web site and other standard communications methods.
    - iv. Solicitation at School
      1. General announcements using regular school communication methods to parents and families Bulletin for positions sought to include duration, commitment length and description.
      2. Nomination request forms must be readily available for interested parents to submit nominations for themselves or others.
      3. Regular attendance to school functions, encouraging and promoting the SAC nomination process
      4. Work with existing SAC and pastor to determine interested and viable candidates.
      5. Use of School web site and other standard communication methods.
- III. All nominations for expiring terms must be approved by the pastor prior to submission to the SAC by the April nomination meeting.
  - a. A list of all nominations and any supporting information for each must be provided to the pastor 1 week prior to April meeting for review.
  - b. All nominations must include for which term said person is being nominated for.



- c. Pastor will select from nomination those names he would like to be voted upon in the May election and request for each nomination to be present at the May meeting.
    - i. Pastor must provide to SAC one week in advance of the May meeting all nominations and nomination committee must be available for questions during week leading up and during the May meeting.
- IV. These guidelines are to work in concert with the SFE SAC By-Laws and are subject to review each school year. Modifications to these guidelines can be made by the majority vote of the Nomination Committee and require ratification by the entire SAC Committee voting members.