

**SOCIETY OF COSMETIC CHEMISTS**  
**Charter of the Nominations & Elections Task Force**

**Statement of Purpose**

The purpose of the Nominations & Elections Task Force is to:

1. Act in an advisory capacity to the Board of Directors on matters related to nominations and elections policies, procedures and candidates for national office.
2. Review and recommend suggested changes to the policies and procedures of the task force.
3. Create a recruitment strategy for attracting candidates.

**Membership & Terms**

The task force will consist of the following individuals, affirmed by the Board:

<b>Position</b>	<b>Term</b>
Chair (Immediate past President, per Bylaws)	One (1) year – voting member
Task Force Members (4-6)	One (1) year – voting member
Staff – SCC Manager, Membership & Chapters	N/A – non-voting member

- The Chair of the task force shall be the Immediate Past President, per the Bylaws.
- All task force member terms are one (1) year in duration.
- No task force member shall serve more than two (2) consecutive terms.
- All terms of service shall run concurrent with the organization’s fiscal year (January 1 – December 31).

**Authority & Responsibilities**

Operating within the Bylaws, policies and procedures as established by the Board of Directors, the task force has the authority to:

1. Periodically review and recommend changes, if needed, to the policies and procedures of the task force;
2. Develop and recommend a recruitment strategy for candidates;
3. Assist with the development of a mentoring program for potential future leaders; and
4. Assist with other projects, programs, or initiatives as requested by the Board of Directors.

**Meetings**

The task force shall meet at least quarterly at such a time and place that will most effectively accomplish their task(s), including, but not limited to, face-to-face, teleconference, or video conference.

Attendance of twenty-five percent (25%) of members of the task force shall constitute a quorum. All questions brought before the task force for a vote must be affirmed by a simple majority of those present to be approved.

The task force shall have written meeting minutes and shall submit a written report to the Board of Directors (or Executive Committee, if requested) for their next meeting.

**Budget**

The task force shall operate in a fiscally responsible manner and within their budget as approved by the Board of Directors. Any requests for additional funding may be approved at the discretion of the Board of Directors.