

4.3 Nominating Committee Member Functions

4.3.1 Chair

The Chair of the Nominating Committee directs the activities and presides over all meetings of the Committee. The Chair's schedules of activities are delineated in Appendix O.

4.3.2 Secretary

The Secretary is responsible for all business aspects of the Nominating Committee. The Secretary's schedules of activities are delineated in Appendix O.

If the Chair is unable to complete his/her term, the Secretary will serve as Chair, and will appoint one of the Nominating Committee Members to be Secretary for the remainder of the term. If the Chair is temporarily unable to conduct meetings of the Committee, the Secretary will serve as Acting Chair and will appoint an Acting Secretary, both serving in this acting capacity for the duration of the Chair's absence.