

Nominating Committee Job Description

General Overview

1. **General Description of the position:** The function of the members of the Nominating Committee is to select nominees for the elected officers and members of the Board of Directors, both Directors-at-Large and Director and Regional Chairs.

The basic tenant of the Nominating Committee is that the “office shall seek the person, rather than the person seeking the office.” Because of this policy, the committee’s basic responsibility is to select those nominees who, it believes, can best serve the interest and objectives of the Society.

2. **Composition of the committee:** The chair, the vice chair, one member and one alternate from each region of the Society selected by the Chapters Regional Committee of each respective region, and at least eight members and eight alternates selected by the Board of Directors.

Unlike other committees, alternates serve on the Nominating Committee; they attend all meetings and participate in discussions but do not vote.

The immediate Past President or the most recent Past President willing to serve shall be vice chair of the committee and then advance to chair when replaced as vice chair.

No members or alternates of the committee shall be considered eligible for proposal for candidacy as officer or director of the Society. No member or alternate of the committee will be nominated for any such office.

3. **Term of Service:** Elected annually for a single year of service.
4. **Individual workload and anticipated time requirement per week (or month):** The Nominating Committee holds three mandatory business meetings each year – in the fall (October/November) and during the Society Winter and Annual Conferences. In addition, an orientation/training session is held during the Annual Conference meeting for the following year’s Nominating Committee. The Winter Conference meeting shall be in-person; virtual options for attendance at the fall and Annual Conference meetings are approved by the chair.

At the fall meeting, the list of proposed candidates for each office to be filled is developed, but no final selections are made.

At the Winter Conference meeting, proposed candidates are selected as the nominees for each office and position to be filled.

Members and alternates should expect the heaviest workload the month before the fall and Winter Conference meetings. Members and alternates are expected to review the biographical information of all candidates for officers and directors prior to the fall and Winter Conference meetings of the committee.



Regional members and regional alternates shall attend all meetings of their region's CRC caucus and executive session. The regional members shall chair the caucus and executive session.

- 5. Required Qualifications:** Meetings of the Nominating Committee include discussions of sensitive issues of a confidential and personal nature held in executive session. A signed confidentiality agreement is required by all members and alternates each year.

Members and alternates shall hold the grade of Full Member or higher. Each shall be in good standing in the Society at the time of selection.

- 6. Helpful Qualifications, experience, interests, skills:** Members and alternates should have a desire to make a positive impact on ASHRAE's future. Ability to review bios and compare candidate experience to desired officer and director qualifications. Ability to maintain a high level of confidentiality.

Specific Time, Money, and Task Commitments

1. Attend:

- Fall Meeting | ASHRAE HQ | October/November
- Winter Conference Meeting
- Annual Conference Meeting

2. Monetary Commitments: Hotel, meals, and incidentals for meetings listed above.

3. Task Commitments:

- Attend committee meetings
- Review biographical materials in preparation for fall and winter meetings
- Members/Alternates may be asked to serve on a subcommittee

Requirements between Annual and Winter Conferences / Meetings

The primary responsibility of the committee between the Annual and Winter Conferences is for all members and alternates to attend the fall meeting. At the fall meeting, the committee develops the "short list" of candidates that will be brought forward for additional discussion and vote at the Winter Conference meeting.

If possible, members and alternates shall be knowledgeable in Society affairs.

Refer to the Committee's Reference Manual and/or Manual of Procedures, posted to the committee-specific page ashrae.org, for more information.