



NOMINATING COMMITTEE Job Description

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 Chair.

1. The basic tenet 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. There are three meetings of the committee normally held during the year; the first in the fall, the second during the Society Winter Meeting and an orientation held at the Annual Meeting. If a member representing a region does not attend the fall meeting, he/she becomes the alternate and the alternate becomes the member for the remainder of the Society year. If a Board-elected member cannot attend a meeting, an alternate is appointed to take his/her place. The member reverts to alternate status in accordance with the Manual of Procedures.

3. The regional member and alternate attend all meetings of their region’s CRC including the caucus and executive session. The regional member chairs the caucus and executive session. Following this session, he/she reports the results to the Nominating Committee Secretary at Society headquarters.

4. Members and alternates review biographical information on all candidates for officers and directors. Meetings of the Nominating Committee are closed, and the deliberations of the committee are secret. No member or alternate may divulge information on the work or discussions of the committee.

5. Any member of the Nominating Committee whose name is suggested as a candidate for nomination shall either resign from the committee or irrevocably withdraw as a candidate.

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

7. After the fall meeting, proposed candidates are contacted to determine their willingness to serve and to advise them of the responsibilities and demands on their time resulting from possible election. The committee chair contacts proposed candidates for officers. Committee members, as designated by the chair, contact proposed candidates for directors.

8. After the winter meeting, the chair and designated committee members advise all proposed candidates of the slate of nominees.

2016/11/1