Position Description

Position: Nominating Committee Member

Term: Three-year terms for all members (both at-large members and former officers). (bylaw change)

Primary Functions: To support the Society’s mission, vision, and Strategic Plan by ensuring that the Society has the strongest possible volunteer leaders; to identify, screen, and select excellent candidates for officer and Council positions; and to ensure that there is a system in place for outreach to the membership and for ongoing education and development of Society members for future leadership positions.

Major Responsibilities

- Identify, recruit, and screen candidates for officer and Council positions according to the rotation and election schedule. Prepare a slate of candidates to be presented to the membership for vote.

- Advise the President-elect on committee appointments.

- Develop and carry out a process for reaching out to the membership about Society leadership opportunities and for educating members on how they can become involved in leadership. Provide information on committee appointments and pathways to leadership.

- Identify and continuously add to a pool of prospective leaders and ensure that they get the committee experience they need to position them for future service as Council members and as officers.

Expected Time Commitment: Because of its expanded role in ongoing leadership development, the Nominating Committee may be considered to be “in session” throughout the year. It is expected that approximately one face to face meeting and several conference calls may be required during the year.

Important: No member of the Nominating Committee shall be a candidate for office during his/her tenure on the Committee.