

Nominating Committee Job Description

BYLAWS excerpts:

ARTICLE V: BOARD OF DIRECTORS

Section 3. Makeup

The Board shall be made up of elected and appointed, as determined by the Board, members responsible for representing the membership at large. Board members must be members of the Alliance. Appointed board members will not exceed 1/3 of the total number of Board members.

Section 4. Number and Terms of Office

The number of Board members shall not exceed seventeen. Board members shall be elected for three-year terms and serve no more than two consecutive terms. A Board member must be off the Board for at least three years before being eligible to be elected or appointed for another term. No person may serve more than 12 years as a Board member.

Section 5. Nomination and Election

- a. Nominations** of elected members shall be solicited from the entire membership by the Governance Committee. This Committee will screen all nominees according to criteria approved by the Board and develop a list of qualified candidates. Information on these individuals will be sent to the entire membership.
- b. Election** will be by procedures adopted by the Board. These procedures will be communicated to the members prior to the election. Results of the election will be announced at the annual business meeting.
- c. Taking office:** Board members shall take office at the conclusion of the annual business meeting of Alliance members and shall continue in office until their terms are complete.

Section 7. Vacancies

Vacancies on the Board for elected members may be filled at the next regular Alliance election. Vacancies for appointed members may be filled immediately.

Charge/Purpose

To support the mission and vision of the Alliance for Continuing Education in the Health Professions (Alliance). The Nominating Committee will identify, consider and recommend a slate of candidates from the membership to fill Director vacancies on the Board of Directors. The Nominating Committee will report to the Governance Committee.

Composition

The Nominating committee will consist of five to six members in good standing. The committee shall be comprised of one committee chair and four to five committee members. The chair must be a past Board of Director member and will be appointed by the Board President for a single three-year term. The committee members will serve up to two, two-year staggered terms.

Qualifications

- Must be an Alliance member in good standing
- Must be an Alliance member for a minimum of three years
- Must have a history of participation and volunteerism in the Alliance

Time Commitment/Expectations

- Approximately 3 hours per month
- Attend and contribute to Nominating Committee meetings and conference calls
- Review all meeting and conference call agendas and materials in advance
- Comply with timelines and deadlines
- Attend in person committee meeting at Alliance Annual Conference
- May be requested to attend Alliance events to accomplish year round identification of potential leaders and candidates

Scope of Authority and Lines of Accountability

All committee members shall maintain the confidentiality of the specific discussions and correspondences related to potential candidates. Committee members **are prohibited** from disclosing both potential and final slate of candidates. All committee members shall comply with the bylaws, policies and procedures of the Alliance.

A. Committee Chair Role and Responsibilities

- Ensure clear and concise communication between the Nominating Committee and the Governance Committee chair
- Establish annual timeline in collaboration with staff liaison
- Select committee members to fill vacancies due to staggered terms
- Chair committee meetings and conference calls
- Facilitate the identification of a vice chair for succession planning to the Board President
- Establish deadline for receipt of completed nomination forms in collaboration with staff liaison
- Prepare a report of the recommended slate of candidates for the Governance Committee
- Ensure candidate notification of selection for the final slate per deadline in collaboration with staff liaison
- Ensure ballot preparation in adherence to timeline
- Establish opening and closing dates for membership voting in collaboration with staff liaison
- Refer individuals not selected for the final ballot to complete volunteer applications for committee service
- Ensure adherence to election result candidate notification deadline in collaboration with staff liaison

B. Committee Member Role and Responsibilities

- Be a highly engaged member that fully participates
- Identify and recruit candidates in an unbiased manner
- Willingly accept assignments for timely completion
- Maintain, in collaboration with staff liaison, a list of members willing to serve as candidates based on past year applicants