

Nominating Committee Chair

Purpose of position: Identifies potential leaders for the affiliate organization, this includes recruiting candidates for affiliate board of directors positions, coordinating the affiliate election and notifying candidates of election results.

Length of service: Typically one-year, starting at the beginning of the affiliate fiscal year

Expected time commitment: For six (6) months out of each membership year, the nominating committee chair can expect to spend four (4) hours per month on responsibilities. The remaining six months are mostly inactive.

Position reports to: Affiliate President (or immediate past president, if s/he sits on the Nominating Committee).

An ideal nominating committee chair

- Has an established network of affiliate members
- Is someone that can easily delegate responsibilities to committee members
- Is comfortable asking members to volunteer for positions
- Has an understanding of, or is willing to learn, the board of directors position responsibilities.


Responsibilities:

- Recruits members to serve on the Nominating Committee (consists of three or more members of the affiliate, including the Past President.)
- Chairs the Nominating Committee
- Notifies committee members of positions to be filled and sends copies of the applicable job descriptions to all committee members.
- Submits information on available elected and appointed positions to affiliate newsletter editor for publication in Fall issue
- Lead committee in recruitment for candidates. Also should ensure each candidate agrees to serve if elected.
- Presents proposed slate of officers to the Board of Directors
- Supervise ballot review to ensure accuracy of ballot and poll closure.
- Notify Board of Directors of election results.
- Personally notifies candidates of election results. May also delegate this to Nominating Committee members.
- Submit copy on election results to Webmaster and newsletter editor
- Prepare and update nominating committee chair's files for end of term of office. Provide files and orient next fiscal year's annual meeting chair as to duties of the office.

Reporting duties:

- Submit candidate list along with biographies to Board of Directors
- Submit election results to Board of Directors

Travel Requirements: none

Resources: Templates and resources for the Nominating Committee are available on the affiliate resource page (www.eatright.org/affiliate-resources) under the "Nominating Committee & Volunteer Recruitment " section.

Benefit for volunteering in this position:

- Expanded professional network with affiliate members.
- Impacting the future of the affiliate and profession by recruiting its future leaders
- Committee management and delegation experience

What nominating committee chairs place in their resumes: Led a #-person task force in its recruitment of # candidates for the [affiliate name] board of directors.

Affiliates should customize details according to their expectations for the leader.

Leadership Advancement: Most nominating committee chairs, if looking to become further involved, advance to the membership chair or Director-at-Large position.

Affiliates should customize details according to their expectations for the leader.