



NACNS Nominating Committee Purpose and Duties

Purpose: The Nominating Committee shall be responsible for the identification of future leaders who are elected to serve the association. This committee is charged with the identification of well-qualified candidates from a carefully planned process designed to obtain influential, knowledgeable, and representative leadership from the organization.

Time Commitment: Varies with committee work (e.g., ballot development, interviewing candidates), is approximately 1-2 hours/week – somewhat heavier in summer/fall and lighter in winter.

Duties: The Nominating Committee will:

- Identify, recruit, and nominate persons to serve as members and officers of the board,
- Secure the consent to serve documents from the individual,
- Work with the staff to prepare the ballot, and send it to the Board of Directors at least two months prior to the scheduled election.
- Ensure the ballot is sent to the members at least one month in advance of the scheduled election.
- Provide careful consideration to the needs of the organization.
- Consider candidate attributes, such as professional experience, leadership experience, and diversity (cultural, practice, and geographic), to maximize the Board's effectiveness in serving the needs of all members
- Present a suitable candidate(s) for appointment by the Board to fill a vacancy if requested.

Eligible contacts will be contacted for an interview.

**1 hour per week
on average**

**Weekly one-hour
conference calls
until ballot created
(Summer—Fall)**

**Periodic calls for
other activities or
Board business
(Fall--Spring)**