

## **NOMINATING COMMITTEE**

Members of the Nominating Committee are elected by the membership. The Nominating Committee Chair will serve for one (1) year and be a member of the Board. The Nominating Chair-Elect will serve for one (1) year and serve as the Nominating Committee Chair the following year. The Nominating Committee will consist of four (4) members. The Chair, Chair-Elect and Committee-Members will each serve for a total of two (2) years.

## **QUALIFICATIONS**

- Member of the Academy of Nutrition and Dietetics in the Active, Life or Retired category
- Member of the Oregon Academy of Nutrition and Dietetics
- Active participation in the Oregon Academy and /or district associations
- Available (if elected chair) to attend Executive Board meetings
- Knowledge of statewide membership

## **RESPONSIBILITIES**

- I. Attends all Oregon Academy Executive Board meetings (if unable to attend, appoints a proxy).**
  - A. Submits monthly reports
  - B. The Chair serves as a voting member of the Board
  - C. Submits annual report as requested
  - D. Reviews and updates pertinent documents
  - E. Provides orientation and transition for the incoming committee chair
- II. Requests nominations from the Board and submits a call for nominations to Newsletter and/or via special eblast, plus website and social media channels.** (See nominating timeline under policies for further details)
- III. Prepares preliminary list of potential candidates for election**
  - A. Chair sets dates and convenes committee meetings.
  - B. Members review qualification and duties for each office to be filled according to Election Schedule. (See Policy and Procedures)
  - C. Obtains current membership roster from the Oregon Academy Office to use as resource to determine office eligibility (or coordinate candidate review with the Office).
- IV. Chair coordinates contacting potential candidates to determine if they will accept the nomination**
- V. Sends confirmation to nominees to include:**
  - A. Position description and qualifications
  - B. "Consent to Serve" to be signed and returned to the committee by the deadline determined
  - C. Form for background and objectives for the ballot (to be returned)
- VI. Submits slate of officers to Executive Board for review (informational only – the Board does not approve the slate)**
- VII. Assures the ballot and supporting information is prepared by the Executive Office**
  - A. Nominees' professional resumes

- B. Nominees' objectives for position
- C. Nominees' picture (based on Executive board decision to include or not include photos)
- D. Postcard notifying members of balloting procedure (including request for paper ballot, if an option) – for those without email. Note: This may or may not be implemented each year, pending budget and the Board decision to implement.
- E. Eblast content for ballot notification.

**VIII. Submits all final ballot documents to the webmaster for posting (Executive Office)**

- A. Reviews online ballot

**IX. Receives ballot results from the Oregon Academy Office**

- B. Chair contacts all candidates with election results
- C. Assures that letters are emailed to all candidates after verbal notification. Note: Letters are completed by the Oregon Academy office and sent to all candidates.
- D. Notifies Oregon Academy Office when results can be posted on the website and in newsletter
- E. Follows up with those not elected to ascertain interest in volunteer positions and/or running for a position the following year.