

Nominations Committee Member Role Description

I. Overview

A Nominations Committee member shall actively recruit NAPNAP members to run for available positions on the Executive Board or Nominations Committee. The term is two years with the option of one additional two-year term. While serving on the committee, members may not run for an Executive Board position. They must also be off the committee for one year before considering running for an executive board position.

II. Time Requirement:

- August – November
 - Recruiting candidates via personal networks, communicating with nominees about positions/election, committee meetings, etc. – two to four hours per week
 - Review of candidate packets – In November, when reviewing agenda packets the time commitment may vary but is estimated at four hours per week.
- December – April
 - Assist chair or staff liaison as needed, generally help to promote election within committee members' chapters and SIGs and through social media networks– 1 hour or less per week
- May – July
 - Support Executive Board evaluation process, exit interviews of outgoing board members, and new board member orientation in June (exact responsibilities TBD) – 1-2 hours per week.

III. Primary Functions:

- Recruit candidates based on leads, referrals and professional network, including emails and phone calls with potential candidates regarding the roles and responsibilities for the elected positions.
- Review applicant packages to prepare slate of candidates for board approval and general election by membership.
- Promote the upcoming election and encourage members to vote
- Promote leadership succession planning and membership engagement among NAPNAP members.
- Encourage diversity, equity and inclusion through the nominations process.