NOMINATING COMMITTEE CHAIR AND MEMBERS

Term: 2 years

Time Commitment: The position of the Nominating Committee Chair requires approximately 6 days for each year’s term in office, and at least 3 days for each member of the Nominating Committee.

Qualifications

- Member of the Academy of Nutrition and Dietetics in the Practitioner, Retired or Life classification, and resident of Washington State. (Applies to the Nominating Committee.)
- Active in state and/or district dietetic association activities. (Applies to the Nominating Committee.)
- Knowledge of the leadership experience and skills of the membership statewide who are eligible to hold office. (Applies to the Nominating Committee.)
- Available to serve in the office for two (2) years.

Roles

The Nominating Committee consists of four members, two of which are elected each year. The two candidates who receive the most votes each year are appointed to the Nominating Committee. The candidate who received the most votes is designated the chair-elect of the committee and will serve as chair during the second year of service.

The Chair of the Committee serves as a voting member of the Board of Directors (BOD).
**General Duties**

- Prepares an official ballot annually, using qualifications established by the BOD.
- Consults with the following people regarding potential candidates: President, Washington State Academy; immediate past chairperson of the Nominating Committee, district association presidents, and the Nominating Committee advisor - immediate Past President of the Washington State Academy.
- Maintains a list of officers and committee members for the past five (5) years.
- Provides notice that each active, associate, technician and retired (if eligible) member may cast one vote for each elected officer and elected official and on all matters upon which a vote of the member is required. The date prior to which the ballots must be returned shall be included. Note: This is coordinated through the Washington State Academy office.
- Submits annual budget requests to the Treasurer with final approval by the BOD for the Nominating Committee's activities. (Applies to the Committee Chair.)

**Note:**

- Volunteers may not accept honorariums for work done as part of the Washington State Academy strategic plan and program of work.
- Volunteers are required to sign a conflict of interest statement at the beginning of each year.

**Specific Duties**

- Determines which offices are open and designates:
  - Annually, at least one (1) candidate for the office of President-elect.
  - Annually, at least four (4) candidates for the Nominating committee – two (2) to be elected.
  - In alternate years, at least one (1) candidate for the Office of Secretary and Treasurer; and
  - at least one (1) candidate for the office of Director of Communications and Director of Member Services. (Note: If the incumbent Director/Communications and/or the Director/Membership or Delegate is completing his/her first term, they can run for a second term. The treasurer cannot run for a second term).
  - At least one (1) candidate for Delegate to be elected as their term of office enters the last year (if the delegate is not eligible or chooses not to run for a second term).
- Selects candidates from all geographic areas of the state according to the following priorities:
  - Officer of the Washington State Academy board in past two (2) years.
  - Chair of a Washington State Academy committee.
  - Member of the association.
  - Active on district board in past two (2) years.
  - Washington State Academy volunteer
- Asks candidates to run for office and provides them with appropriate job descriptions.
o Directs nominating committee members in contacting Washington State Academy board members and District presidents for potential nominees and contacting nominees.

o Confirms membership status.

o Obtains Consent to Serve form and a Biographical Sketch form from each person whose name shall appear on the ballot. (Applies to the Committee Chair.)

o Submits a signed report of the candidates selected, including all the names of candidates, their Consent to Serve forms and their Biographical Sketches to the Executive Director, President and Secretary of the Washington State Academy. (Applies to the Committee Chair.)

o Provides written notice to each winning and losing candidate regarding the voting outcome of the position for which they ran within seven (7) days after the ballots are tabulated or before the April/May Annual Meeting, which ever comes first. (Applies to the Committee Chair.) This is coordinated through the Washington State Academy Office.

o Members of the Nominating Committee submit to the Nominating Committee Chair bills incurred for postage, telephone, travel expenses, etc. The Nominating Committee Chair submits all bills to the Treasurer.

o Reviews Washington State Academy Award Nominee applications and forwards to the Education and Award Chair as assigned. (Applies to the Committee Chair.)

o Performs other duties as directed or requested by the Academy or the BOD.
General Schedule

April-May
- Prepare and update Nominating Committee Chair's files for end of term of office. Provide files and orient incoming Nominating Committee Chair to the duties of the office. (Applies to the Committee Chair.)
- Complete orientation with the outgoing Nominating Chair. (Applies to the Committee Chair.)
- Attend the Washington State Academy Annual Meeting. (Applies to the Committee Chair.)
- Announce election results at BOD meeting and have election results announced at the WSDA Annual Meeting. (Applies to the Committee Chair.)

June
- Officially assume office of Nominating Committee Chair and Nominating Committee members.
- Attend BOD meeting. (Applies to the Committee Chair.)
- Meet to determine which offices are open, and begins to prepare a slate of proposed candidates. (Applies to Nominating Committee.) (Can be done by conference call or email)
- Review/establish election calendar in conjunction with the Washington State Academy Executive Office.

September
- Attend BOD meeting. (Applies to the Committee Chair.)
- Consult with the immediate Past President who will serve as advisor to the Nominating Committee, as needed.
- Ask candidates to run for office.
- Verify with the Washington State Academy Office that candidates are current members.

November
- Obtain consent to Serve forms and Biographical Sketches from candidates. (Applies to the Committee Chair.)

January
- Attend BOD meeting, (Applies to the Committee Chair.)
- Work with WSDA office to assure that ballots are printed and mailed with accompanying biographical sketches to the membership (or that ballot information and online ballot materials are prepared and available). Membership should have at least a thirty (30) day deadline for ballot return.
- Develop/maintain list of potential future ballot candidates.
February-March

- Work with the Washington State Academy Secretary to notify the BOD of the election results. (Applies to the Committee chair.)
- Send written notice regarding election results to all candidates within seven (7) days after the ballots have been tabulated or before the April/May Washington State Academy Annual Meeting, whichever comes first. (Applies to the Committee Chair.) This is coordinated through the Washington State Academy Office.
- Review job description and policies/procedures associated with position; revise/update as needed.
- Submit annual report

*NOTE: Nominating committee chair attends all board meetings which are conducted via monthly conference call.*