

**Washington State Academy of Nutrition and Dietetics**  
**EXECUTIVE BOARD POSITION DESCRIPTION**

**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 (Active), 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 immediate past president of Washington State is an ad hoc (non-voting) advisory member of the Nominating Committee.

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. Note: This is managed by the Executive Office.
- Provides notice that each active, associate, student 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 members is required. The voting deadline will be included in all communications. 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:
  - a. Annually, at least one (1) – but preferably 2 – candidate for the office of President-elect.
  - b. Annually, at least four (4) candidates for the Nominating committee – two (2) to be elected.
  - c. In alternate years, at least one (1) – but preferably 2 – candidate for the Office of Secretary and Treasurer; and
  - d. At least one (1) candidate – but preferably 2 - for the office of Director of Communications, the Director of Policy and Advocacy, 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).
  - e. 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).

Note: Confirm open positions with the Executive Director.

- Promotes the nomination process by:
  - Encouraging candidates to run for office and provides them with appropriate job descriptions.
  - Directs nominating committee members in contacting Washington State Academy board members and District presidents for potential nominees and contacting nominees.
  - Sharing nomination information via eblast, social media posts, in the newsletter and the website. Writes solicitation content and works with the office to push notifications out to members.
- Selects candidates from all geographic areas of the state according to the following priorities:
  - a. Officer of the Washington State Academy board in past two (2) year
  - b. Chair of a Washington State Academy committee
  - c. Active on district board in past two (2) years
  - d. Washington State Academy volunteer
  - e. Member of the association
- Confirms membership status (the Washington State office will assist with this).
- 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.)
- 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 of the Washington State Academy. (Applies to the Committee Chair.)
- Provides notice to each candidate regarding the voting outcome of the position for which they ran within seven (7) days after the ballots are tabulated. (Applies to the Committee Chair.) This is coordinated through the Washington State Academy Office.
- 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.
- Reviews Washington State Academy Award Nominee applications and forwards to the Education and Award Chair as assigned. (Applies to the Committee Chair.)
- 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 incoming 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 Annual Meeting. (Applies to the Committee Chair.)

### **June**

- Officially assume office of Nominating Committee Chair and Nominating Committee members.
- Attend BOD meeting.
- Meet to determine which offices are open and begins to prepare notification and announcement information. (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.
- Consult with the immediate Past President who will serve as advisor to the Nominating Committee, as needed.
- Ask candidates to run for office – and solicit nominations via eblast, social media and in the newsletter. (Write articles and eblasts).
- Verify with the Washington State Academy Office that candidates are current members.

### **November/December**

- Finalize ballot – preferably by the end of December.
- Obtain current Consent to Serve and Biographical Form from the Washington State office.
- Send/receive both forms for all candidates.

### **January**

- Attend BOD meeting,
- Work with office to assure that ballots and candidate information is ready for posting and that the online ballot is ready.
- Develop election publicity information.
- 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.)
- Call all candidates with election results within four (4) days after the ballots have been tabulated. (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.*