

# **Nominations Committee Charter**

Revised June 9, 2011

## **Purpose of the Committee**

Coordinate officer election candidates for the offices of President-Elect, Treasurer-Elect (as needed), Secretary and At-Large Division Representatives prior to each winter meeting of the board of directors.

## **Membership and Leadership**

Three members in addition to the chair, appointed by the President. The chair for the Nominating Committee will be the most recent past president no longer serving on the Board of Directors. No member of the committee shall be a candidate for election.

## **General Duties of Committee**

1. Collectively and individually search out from among the CTAT membership demonstrated leaders and encourage them to present themselves as candidates for President-Elect.
2. Encourage division and area Directors to seek out and encourage the most capable leaders to present themselves as candidates for President-Elect.
3. Oversee annual nomination procedures.
4. Approve draft nomination slate.
5. Present nomination slate to the Board of Directors for approval.
6. Ensure conformance with the nomination and election procedures prescribed in the Bylaws and Policies and Procedures.

## **Specific Duties of Committee**

1. Ensure membership receives proper notice of nomination procedures and deadline.
2. Recruit nominees as necessary.
3. Assist with election procedures as necessary.
4. Develop strategies for recruiting new leadership.
5. Submit recommendations for recruiting new leadership to Board of Directors.
6. Revise criteria for President-Elect nominees if appropriate; notify Board of Directors prior to applying additional criteria.
7. List annual committee procedures for the committee's record and revise as needed.

## **Roles of the Chairperson**

1. To guide the committee in setting goals and objectives, and setting a yearly calendar of meeting times and activities so that the committee will reach the goals and objectives
2. To set meeting agendas, run meetings, and help the committee follow through on action items
3. To represent the committee in discussions with the Board of Directors
4. To represent the committee to the membership
5. Forward a copy of the CTAT Board of Directors' policies and procedures regarding elections to each candidate for office.

## **Roles of the Staff Liaison**

1. To manage the electronic records and web presence of the committee
2. To assist in scheduling specially called meetings in the event the committee must gather in person to conduct business prior to regularly scheduled meetings

3. To manage committee rosters and assist in recruiting new committee members
4. To prepare and distribute call for nominations
5. To assist the committee in verifying eligibility of candidates
6. To assist in distributing renewal reminders to members up for renewal prior to the election eligibility cutoff date stated in the policies and procedures.

## **Resources**

The following are resources available to all committees and will be housed in the committee chair's binder, at CTAT Headquarters and online if applicable.

1. Current committee roster and sign in sheet
2. Committee Minutes archives
3. Board of Directors Minutes archives
4. Bylaws
5. Policies and Procedures
6. Strategic Plan
7. Committee Binder for committee chair's use
8. Current membership database as needed
9. Committee correspondence pertaining to regular committee procedures ie: email slate approvals, etc.
10. Candidate submissions and finalized slates for previous election cycles.

## **Meetings**

Committees hold two regularly scheduled meetings a year, one at the annual winter conference and one at the annual summer conference.

The Board of Directors requests that committee chairs submit a report to the Board with suggested actions or updates at least two weeks before the winter and summer Board of Directors meetings. Board action will be determined and discussion items placed on the agenda as necessary based on preliminary committee reports. Preliminary business may be performed on an online platform such as Go To Meeting or Google Groups.

In certain cases, it is necessary for committees to call special meetings to gather in the interim between regularly scheduled meetings.

A schedule of meetings should be determined by the committee chair with the assistance of the staff liaison allowing for the submission of a committee report two weeks prior to regularly scheduled meetings.

## **Annual Goals, Objectives and Outcome Measures**

The Nominations committee will evaluate and set goals for itself at the annual summer conference.

**Signatures**

a. By signing below, we the members, of the \_\_\_\_\_ Committee request that the Board of Directors endorse this Charter, and promise our best efforts in fulfilling its provisions.

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

**Approval**

The Board of Directors approves this Charter, and promises to support the \_\_\_\_\_ Committee to fulfill its mission and purpose.

\_\_\_\_\_ President

\_\_\_\_\_ Executive Director