

## **Charter: Nominating Committee**

### **I. Purpose**

- A. The Nominating Committee (Nom Com) shall vet the following: potential board members, committee members, and new state organization members.
- B. The Nominating Committee shall present a slate of nominees for the Board of Directors to the Council.

### **II. Composition**

- A. The members of the Nominating Committee shall be appointed by the Board for a two year term with a maximum of two consecutive terms, subject to approval by the Council.
  - 1. Appointment is based on individual skill and current needs of the committee.
  - 2. The Nominating Committee shall consist of a minimum of five (5) and a maximum of seven (7) members.
- B. The Board of Directors shall appoint the chair of the Nominating Committee.
- C. Immediate Past Chair as an ex-officio committee member.
- D. Members of the Nominating Committee shall not be eligible to be elected as a Director or Officer during any election cycle in which they are serving on the Nominating Committee.
- E. A board liaison shall be designated by the committee if the Immediate Past Chair is not serving as such.

### **III. Committee Members**

- A. Preferred Experience
  - 1. Previous committee or board work at the state level.
  - 2. Service (current or prior) as a delegate or alternate delegate for a state association.
  - 3. Active engagement in the profession.
- B. Desirable Skills, Knowledge, and Abilities (SKAs)

1. Organized and detail oriented.
2. Communicates effectively and credibly in both written and oral context.
3. Use of MS Office and other software programs, including Google Docs.

C. Professional and Personal Attributes

1. Able to work in a collaborative setting to accomplish the goals of the ASA.
2. Personal and professional integrity.

D. Responsibilities

1. Work collaboratively with the ASA leadership with respect to nominating and vetting potential candidates.
2. Interface directly with the ASA Council and receive input surrounding nominating matters.
3. Act as a consultative resource to the ASA on potential new member states, representatives, committee members and board members.
4. Develop , maintain, and update nomination-related documents as needed.
5. Add/remove Listserv members as directed by the state member organizations and/or the BOD (one member of Nom Com to hold this role).
6. Prepare reports and make recommendations to the board on new and evolving Nom Com matters.
7. Able to commit to 5-10 hours per month to work on committee initiatives.
8. Vet committee applicants and work with the board and committee chairs to fill committees with qualified candidates.

**IV. Meetings**

- A. The Nominating Committee shall meet monthly via phone, zoom, or as designated.
- B. Minutes will be documented for each meeting and submitted to the BOD



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## **V. Order of Operations**

- A. Questions or concerns amongst Nom Com members will be brought to the chair of the Nom Com.
- B. Matters requiring the Board's attention shall be brought to the Board Liaison by the Nominating Committee Chair.
- C. If the Nominating Committee Chair is the person of concern, a Nominating Committee member may bring said concern to the Board Liaison or ASA Chair.

## **VI. Current Positions**

- A. Chair
  1. Kelly Hora
- B. Immediate Past Chair
  1. David Miller
- C. Members
  1. Jennifer Broadwell
  2. Sarah Hart
  3. Vacant
  4. Vacant
  5. Vacant

## **VII. 2022 Goals**

- A. Identify, vet and refer potential Board candidates.
- B. Identify, vet and refer Ombudsperson candidates.
- C. Create ASA Delegate Orientation
- D. Add 2 Nom Com members to the committee