



Job Description: Nominating Committee Chair

Committee: Nominating Committee, Public Initiative Team

Team Chair: Yes, No

Report to: State Media/PR Chair and IAND President

Voting Status: Voting

Elected Position: Elected

Term of Position: One year

Effective Date: June 1st

Responsible for Budget: Nominating Committee Chair

Expenditure Approval Needed: Yes

Board Meeting Attendance: Mandatory

Meetings

- Attend IAND Board Meetings and Annual Meeting.
- Participate actively at Board meetings.

Reports

- Provide messages for newsletters (see Newsletter info)
- Coordinate compilation of Annual Meeting feedback from member evaluation
- Other reports as required
- Prepare updated job description to incoming President at end of term

Budget

- Budget to Treasurer in April
- Prepare a budget for the position for the next year, in cooperation with Nominating Committee Members and incoming Nominating Committee Chair
- Adhere to budget and become familiar with budget process for the IAND

Newsletter

- Information to newsletter as required by office (see Newsletter Responsibility Guidelines in Leadership Book)

Travel Expectations

- IAND Board Meetings

Objectives:

- Designate qualified candidates for offices as outlined in the IAND Bylaws and Standing Rules
- See that timeline is established and followed to meet deadlines of submitting information for AND Leadership Directory

Indiana Academy of Nutrition & Dietetics

Job Description: Nominating Committee Chair

Length of Term Responsibilities:

- Possess a working knowledge of IAND Bylaws, Standing Rules and Policy/Procedure Manual.
- Answer correspondences as quickly as possible, with copies of correspondence given to appropriate officers and chairmen
- Participate in Public Initiative Team and in the development of its program of work and accompanying budget.
- Prepare a plan of work for the year with Nominating committee (committee member may not be in nomination for an office)
- Notifies committee members of positions to be filled and send copies of the applicable job descriptions to all committee members.
- Submits information on available elected and appointed positions to Executive Director for newsletter.
- Prepare a form for suggestions for nominations and distribute to the board of directors at board meeting.
- Lead committee in recruitment for candidates. Also should ensure each candidate agrees to serve if elected. Provide job description for the position they are nominated to fill.
- Presents proposed slate of officers to the Board of Directors at Fall Meeting.
- Develop a ballot:
 - President - Elect – 2 nominees
 - Secretary, alternate years – 2 nominees
 - Treasurer, alternate years – 2 nominees
 - Delegate, when term of office for one expires – 2 nominees
 - Chair – Elect of Council on Professional Issues – 2 nominees
 - Nominating Committee – 5 nominees
- Develop a timetable following guidelines for distributing ballots as stated in Bylaws. Currently, this is 60 days prior to the election and 30 days prior to closing of polls. Closing of polls should be 3-4 weeks prior to Annual Meeting. The timetable must allow ample time prior to Annual Meeting for the Secretary to notify, in writing, each candidate of the results of the election.
- Meet with members of the Nominating Committee and the immediate Past - President (ex-officio, non-voting member of this committee) to review the suggested nominees and prepare the ballot.
- Secure consent to serve from each person whose name shall appear on the ballot. The ballot need not be kept confidential if the nominees request to be informed of the other names that will appear on the ballot.

Indiana Academy of Nutrition & Dietetics

Job Description: Nominating Committee Chair

- Submit to the Executive Director on or before the time specified by the association Bylaws, the report of the Nominating Committee, which shall include the slate of officers, a biographical sketch of each nominee and a statement of goals from each nominee. The Executive Director then prepares the ballot to be placed on the website for voting. The Executive Director then notifies the membership via email that the electronic ballot is on line and voting is open until designated time to close. Send a copy of the timetable to the members of the Tellers Committee after they have been appointed by the President, if committee is needed. Executive Director will send election results to Nominating Committee Chair after voting has closed.
- Send a report to the President and Secretary so all candidates can be notified in writing by the Secretary of the election results.
- Nominating Committee Chair will report the results of the election to the IAND Board and IAND Membership at the Annual Meeting.
- THE ELECTION RESULTS ARE NOT PUBLISHED IN NEWSLETTER UNTIL AFTER ANNOUNCEMENT IS MADE AT ANNUAL MEMBERSHIP MEETING. PRESIDENT IS RESPONSIBLE TO NOTIFY THE NEWSLETTER EDITOR OF THE ELECTION RESULTS.
- Keep a current roster of past Executive Boards.
- Maintain a list of persons suggested for nomination in the past.
- Keep a file of ballots from former years.
- Provide Treasurer with properly prepared expense reports
- Respond to request from AND regarding position activities.
- Perform other duties as assigned by the IAND President.
- Review Job Description and submit suggested revisions to IAND President at April Board meeting.