



Job Description: Nominating Committee Member

Committee: Nominating Committee, Public Initiative Team

Team Chair: No

Report to: Nominating Committee Chair and IAND President

Voting Status: Non-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: Not Mandatory

Meetings

- Attend IAND Board Meetings if Nominating Committee Chair is unable to attend
- Participate actively at Board meetings if representing the Nominating Committee

Reports

- Provide messages for newsletters (see Newsletter info)
- Assist Committee Chair to 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

- Assist Committee Chair with Budget to Treasurer in April
- Assist with preparation of 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)

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 Member

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
- Nominating Chair will 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.
- Work with Nominating Chair to submit information on available elected and appointed positions to Executive Director for newsletter.
- Work with Nominating Chair to prepare a form for suggestions for nominations to be distributed to the board of directors at the summer 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.
- Support Nominating Committee Chair with Development of 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
- Follow the timetable regarding 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 Nominating Committee Chair and the immediate Past - President (ex-officio, non-voting member of this committee) to review the suggested nominees and prepare the ballot.
- The Nominating Committee Chair will 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.

- A copy of the timetable will be sent 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.
- 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.
- Assist with maintenance of a current roster of past Executive Boards.
- Assist with maintenance of a list of persons suggested for nomination in the past.
- Provide Treasurer with properly prepared expense reports
- Respond to request from AND regarding position activities.
- Perform other duties as assigned by the Nominating Committee Chair IAND President.
- Review Job Description and submit suggested revisions to IAND President at April Board meeting.