

Nominations Committee Composition and Procedures

Approved by AAPS Board of Directors July 2018

The AAPS Nominations Committee plays a vital role in seeking, identifying, and nominating the best candidates for the Board, including president, treasurer, and members-at-large. These leaders need to understand the mission and vision of the association and be willing to commit time and utilize their unique perspectives to serve the association and its members.

The committee composition allows the Board to observe how the committee works and functions. The structure helps the past-president (Nominations Committee chair) to appropriately perform the responsibilities of administering the Nominations Committee.

Membership of the Nominations Committee

The Board has appointed a Nominations Committee with the following structure:

Nominations Committee Chair: AAPS Past-Past President; 1-year term; no longer an officer or member of the Board

Nominations Committee Chair-elect: AAPS Immediate Past President; 1-year term; member of the Board

Board Member-at-Large: First year of a 2-year term on Nominations Committee; member of the Board ¹

Board Member-at-Large: Second year of a 2-year term on Nominations Committee; member of the Board

2 Past Non-Presidential AAPS Board of Directors Members: 2-year staggered term; no longer members of the Board, but whose term end date was within the last 5 years.²

3 Open Positions: 1-year term; call for applicants to serve on the committee sent to all AAPS members; not members of the Board

AAPS Executive Director: ex officio member, non-voting

AAPS Senior Staff Member: ex officio member, non-voting

¹ From the two newly elected Board members-at-large, one will be selected to serve a two-year term on the Nominations Committee. In years when only one member-at-large member is elected, that individual will serve a two-year term on the Nominations Committee. Not every Board member-at-large will serve on the Nominations Committee. It is intended that a member-at-large in their third year of service on the Board will not serve on the Nominations Committee.

² If AAPS is unable to secure past non-presidential AAPS Board of Directors members, the position(s) will remain open for the year.

AAPS membership is required to serve on the Nominations Committee, except for the staff liaisons.

In the call for members to serve on the Nominations Committee (non-presidential Board members and open positions), it must be confirmed that the applicants are not submitting self-nominations for any of the open Board positions while serving on the committee. If a committee member decides to submit a self-nomination for any of the open positions, then the member will be excused from the Nominations Committee and the position will be filled by a Board-appointed replacement.

Requirements for Nominations Committee Member Applicants

- Must be an AAPS member for at least 5 years at the time of application and must maintain membership throughout the nomination process
- Interest in contributing to the selection of AAPS Board members
- Ability to maintain confidentiality

- Ability to respect other committee members and their opinions
- Ability to act impartially and diligently
- Time (approximately 10 hours total) to commit to:
 - Participating in at least three conference calls and one in-person meeting; the committee's activities begin in October and end in April
 - Soliciting nominations from the membership through personal outreach
 - Reviewing nominees' Call for Nomination Forms and Nomination Packets
 - Sharing insight and making recommendations with the other committee members to finalize the slate
- Professional pharmaceutical experience for at least 10 years

Applications to serve on the Nominations Committee will be screened by the preceding year's Nomination Committee chair, chair-elect, and the two members-at-large. Recommended committee members will be sent to the Board for approval.

The Board gives final approval for the appointment of all Nominations Committee members.

Nominations Committee Obligations

The AAPS Nominations Committee has an obligation to carefully, fully, and fairly consider all nominations that are put forward to the committee by AAPS members. While the Nominations Committee must be active in seeking members for each position, all nominations must be impartially considered and viewed as coming from an individual member of the association and not a representative from or for any specific peer or group.

AAPS leadership will need to encourage AAPS members to enter their names into the nominations process. This is one of the important tasks of AAPS leadership and specifically a task of the Nominations Committee and Board. It is desirable to review more nominations than there are slots for candidates. It is also appropriate for AAPS staff to encourage AAPS members to nominate themselves, and for AAPS staff to provide suggestions to the Nominations Committee on AAPS members who have worked well with staff during various AAPS activities.

The Nominations Committee will evaluate the personal and professional attributes of the candidates and select those who have the greatest potential to provide solid leadership for the association. A list of leadership qualities and dimensions has been developed which will be used in evaluating candidates. Discussions about the nominees must be handled in a confidential manner and only those on the Nominations Committee are allowed to participate in the discussion. **All the discussions about any aspect of the nomination process must be held in strict confidence.** Nominations Committee members are required to sign a non-disclosure statement.

It is acceptable and appropriate to maintain a list of potential candidates from year to year and to retain a brief note about the individual and their AAPS involvement. However, any rankings of individuals or specific leadership qualities will not be retained as a record from year to year.