

ASFMRA NOMINATING COMMITTEE

Committee Purpose and Procedures

Purpose: The Nominating Committee is responsible for the selection of individuals for the Society's volunteer positions, appointments and elections. This includes the ASFMRA Executive Council members (except the EVP/CEO). The committee's work will include the development, maintenance and updating of job descriptions, as well as selection and assessment criteria for all volunteer positions in consultation with Executive Council.

Performance Metrics:

- All volunteer positions are filled with competent individuals, with knowledge of the ASFMRA's goals and objectives and governing documents.
- Volunteer job descriptions, selection and assessment criteria are kept current.

Composition: The Nominating Committee will include nine* voting members as follows:

- one elected by all qualified voting members from each of the seven districts, maintaining a minimum required rotation among chapters as described in the ASFMRA Bylaws Article IX, C, 2.
- two members appointed by the District representatives on the Nominating Committee in close consultation with the Executive Council as follows:
 - One from among the Society's past presidents
 - One from the Young Professionals Network (YPN)
- The President Elect of the ASFMRA who shall serve as Chair, who will vote only in cases of a tie vote
- The First Vice President of ASFMRA shall be a non-voting member of this Committee
- The EVP/CEO will be a non-voting member of this Committee

Nominating Committee members will each serve one, three-year staggered term.

Primary Activities: In response to current or anticipated needs identified in the ASFMRA goals and objectives, the Nominating Committee will review and select candidates for open positions based on the eligibility criteria defined for the role(s) to be filled. The Nominating Committee will employ a scoring and review process to ensure those criteria are applied in an objective, valid and reliable manner. The Nominating Committee shall work closely with the Executive Council, relevant committee chairs, and staff in the recruitment of candidates for open positions.

The work of the Nominating Committee in the development of job descriptions, eligibility criteria and selection processes will be shared openly to ensure transparency and a channel for feedback and adjustments as needed.

Meetings: Each year, the committee should conduct its inaugural meeting in person at the Annual Conference or other meeting in the fall to plan its work for the coming year. The committee will then meet by phone or videoconference as needed to fulfill its obligations as noted above.

The committee will establish its work plan for the year at its inaugural meeting. This plan should clearly state the objectives and goals and along with as many process details (what is to be done, by whom, by when) as possible.

Procedures:

Applicant Review & Selection

Process Review & Adoption/Amendment

** It is recommended that all selection decisions of the Nominating Committee require a supermajority vote (6 out of 9) using a forced ranking, if needed, to reduce the number of candidates.*

It is encouraged to consider ASFMRA Accreditation as a preferred qualification of candidates for the Nominating Committee

Reports to: Executive Council

Support Staff: EVP/CEO and other ASFMRA Staff as needed