

Clinical Nutrition Management DPG Executive Committee Position Description

Position: Nominating Committee

General EC Information and Responsibilities:

1. Assume office at the beginning of the fiscal year in June.
2. Participate in handoff meeting between the outgoing and incoming officer (typically either at the end of the fiscal year in May or the beginning of the fiscal year in June).
3. Participate in the EC conference calls.
4. Participate in any in-person meetings (as scheduled and as position budgeted).
5. Maintain website content for the position or committee; remove content no longer relevant.
6. Provide general assistance with EC business.
7. Meet May 31st deadline for expense reimbursement for fiscal year.
8. Provide information for inclusion in the Annual Report (as appropriate).

TERM OF OFFICE: The Nominating Committee consists of four elected members serving two-year staggered terms with the Past Chair as an ad hoc (non-voting) advisor. The Nominating Committee members must be active members of the Academy and CNM.

RESPONSIBILITIES:

1. The Nominating Committee Chair is the second-year member who received the greatest number of votes when elected. The Nominating Chair serves as a voting member of the EC.
2. Coordinates nominations for CNM ballot and prepares the ballot.
 - a. Contacts recommended nominees for approval of nomination and required information.
 - b. Develops marketing messages to recruit nominations through social media, newsletter, eblasts, website and other communications.
 - c. Verifies Academy and CNM DPG membership, confirming that individuals placed on the ballot are **current** members of CNM.
 - d. Prepares and submits list of candidates/draft ballot to the Academy DPG Relations Manager for review/approval by established deadline.
 - e. After approval by the Academy DPG Relations Manager, drafts petition announcement with proposed slate of candidates for distribution to members.
 - f. If needed, assists DPG Manager in outreach to candidates to complete online info submission (for the ballot).
3. Maintains a perpetual file of CNM members who could be considered for positions on the ballot, for appointed positions, or for standing committees (as the chair or a member) for use by the Chair-Elect. Updates spreadsheet to maintain database of past nominees and election results. Uses networking opportunities at CNM events to actively seek members interested in future elected, appointed, and volunteer positions.
4. Notifies all candidates of the outcome of the election (including those not elected).
5. After all ballot candidates are notified of results, notifies the EC of election results.
6. Contacts the CNM Office to have the results sent to the membership via eblast and posted on the CNM website.

Clinical Nutrition Management DPG Executive Committee Position Description

7. Notifies the Newsletter Managing Editor of the results for inclusion in the newsletter.
8. Provides newly elected candidates' contact information to the DPG Secretary.
9. Coordinates nominations for Academy awards. Contacts nominees and facilitates preparation of nomination packets and solicitation of letters of support. Submits nomination packets to the Academy prior to deadline (typically March 1st). Maintains tracking spreadsheet of past nominations.
10. May recommend candidates on behalf of the DPG for the Academy ballot.

July/August/September <ul style="list-style-type: none"> • Submit "Call for Nominations" to Newsletter Managing Editor for inclusion in summer issue. • Coordinates set-up of online nomination form and website content with the CNM Office. • Post "Call for Nominations" on the CNM electronic mailing list and send via eblast. • Divide list of nominees among committee members and begin contacting nominees. • Provide nominees with position descriptions (or directs to website posting). • Work with EC to identify potential nominations for the Academy ballot.
September <ul style="list-style-type: none"> • Nominations for the Academy ballot due. • Begin discussing potential Academy honors/awards candidates.
October <ul style="list-style-type: none"> • Attend FNCE® (if budgeted) • Discuss Academy honors and awards potential nominees with EC.
November <ul style="list-style-type: none"> • Final list of ballot candidates due to the DPG Relations Manager. • Once approved, finalize DPG ballot and present to membership via eblast and website. • Communicate with candidates that info on submitting ballot info will be sent from the Academy.
December <ul style="list-style-type: none"> • Send petition announcement to DPG Relations Manager for approval. • Assure that the ballot petition has been sent to all members. • Finalize Academy honors and awards nominees. Work with potential nominees on reference letter requests, CV info, and other required award assets.
January <ul style="list-style-type: none"> • Prepare any marketing/communications for elections. • Receive all award reference letters. Begin work on cover letter.
February <ul style="list-style-type: none"> • Online voting via the Academy website concurrent with Academy elections. • Once ballot results received, notify all candidates with results.

**Clinical Nutrition Management DPG
Executive Committee Position Description**

- Once candidates notified, inform the EC and send results to the Web Admin for an eblast. (NOTE: Do not share actual voting totals with members or the EC).
- Finalize all Academy honors and awards packets. Submit online (or request that the Admin submit on behalf of CNM).

March

- March 1: Academy award packets due
- Contact all candidates with election results once approved by DPG Relations Manager
- Notify Newsletter Managing Editor and Website Administrator of results to be shared with CNM membership via newsletter, eblast, and website
- Share names of potential candidates for appointed positions with the Chair-Elect

March/April/May

- Annual Symposium (dates vary between March and May)
- If Honors and Awards recipients announced, follow-up as needed.