

Nominating Chair

Nominating Chair:

- Must be a member of the Academy and PHCNPG.
- Is elected
- Serves as a voting member of the Executive Committee (EC)

Term:

Two years, one year as Chair-Elect

General PHCNPG duties

- Attends EC meetings and conference calls.
- Performs other duties as specified in the job description or as designated by the EC

Position specific duties

- Responsible for leading the Nominating Committee in soliciting and confirming the slate of candidates for elected positions, while encouraging and promoting diversity and inclusivity.
- Responsible for ensuring that all communications related to the solicitation of candidates, Academy approvals, and informing the membership are prepared and delivered according to the election timeline set by the Academy.
- Responsible for outreach to interested members for committee participation.
- Performs duties as outlined in “Nominations, Elections, and Vacancies” of Guiding Principles and job description.
- During chair-elect term, participate in April and May Practice group calls.
- From July-November, provides an outline of important dates and hold monthly meetings with committee members. Assign a committee to participate in the EC call if the chair cannot make it.
- By August 30, creates a strategy for recruitment of nominees, including and FNCE. Implements the strategy once approved by the EC.
- Trains the incoming nominating chair and transfers relevant files.
- Participates in trainings, meetings, webinars, and teleconferences as provided by the Academy for DPG leadership.
- Participates in monthly conference calls and meetings at FNCE.
- Reviews and updates job description as needed and submits it to the Executive Committee for approval.

Original: 05/14

Revised/Approved: 05/03/19, 06/01/21