

Nominating Committee Member

Nominating Chair:

- Must be a member of the Academy and PHCNPG.
- Is elected, Nominating Chair Elect candidate with the second highest votes serves as Nominating Committee Member
- Serves as a non-voting member of the Executive Committee (EC)

Term:

One year

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 participating in the Nominating Committee in soliciting and confirming the slate of candidates for elected positions, while encouraging and promoting diversity and inclusivity.
- Responsible for outreach to interested members for committee participation.
- Performs duties as outlined in “Nominations, Elections, and Vacancies” of Guiding Principles and job description.
- From July-November, participates in monthly Nominating Committee meeting and helps identify members to serve on EC committees, identify members to put on the ballot for elected positions
- Participates in trainings, meetings, webinars, and teleconferences as provided by the Academy for DPG leadership.
- Participates in monthly conference calls.
- Reviews and updates job description as needed and submits it to the Executive Committee for approval.

Original: 7/20

Revised/Approved: pending