



## **JOB DESCRIPTION: NOMINATING COMMITTEE/AWARDS CHAIR**

Length of Term: Elected by the membership. Serves for three years: year one and two as a member of the Nominating/Awards Committee and year three as Chair of the Committee.

Voting: Voting member of the Board during year three, when Chair of the Committee

### Responsibilities:

1. Acts as a member of the board and attends all board meetings.
2. Recruit potential nominees by asking the President, President-elect, Immediate Past President and BOD to submit in writing suggestions for nominees.
3. Be familiar with the NHAND Bylaws and policies and procedures for criteria for selection of officers.
4. As a committee, agree on a list of potential candidates in order of preference and then contact each in that order until one consents.
5. Designate annually at least one (1) candidate for the office of President-elect, Professional Development Chair and Nominating Committee member.
6. Designate in Alternate years at least one (1) candidate for the office of Secretary and Treasurer (every other year the opposite is elected.)
7. Designate every third year at least one (1) candidate for Delegate and Public Policy Coordinator.
8. Secure consent to serve from each person whose name shall appear on the ballot.
9. Present ballot at the January NHAND BOD meeting for review by Board.
10. Submit a report of the Nominating Committee in the form of a ballot by February 1.
11. Notify President and Secretary of the election results.
12. Within specified period of time, notify all nominated candidates on the ballot of the outcome of the election. All shall be called within the same time period and notified by letter.
13. Maintain a list of nominations and biographies with statement of goals submitted by nominees. Theses should be forwarded to the Secretary with the ballot.
14. Enlist the assistance of the Immediate Past President as an advisory member of the committee without vote.
15. Refer to the NHAND bylaws explanation of the Nominating Committee, official ballot and tie vote.

The Chair organizes the following efforts of the Awards Committee:

1. Advertise the awards on the website and through appropriate contacts (hospitals, community agencies, dietetic program directors, dietetic students in the state):
  - Outstanding Dietetic Educator (one educator from each program in the state may be nominated)
  - Recognized Young Dietitian of the Year
  - Outstanding Dietitian of the Year
  - Emerging Dietetic Leader
  - Recognized Dietetic Technician of the Year
  - Student Awards (one student award from each type of dietetic program in the state is allowed)
  - Maggie Terninko Award
2. Advertise the Helen Gibson/Judith Duffy Clark scholarship at Keene State College and UNH. Encourage applicants to contact AND's Education Department to receive an application form. Application deadline is February 15<sup>th</sup> each year.
3. Accept nominations for awards. Board approval must be obtained for all awards. Submit nominations to the BOD of NHAND. After the Outstanding Educator Award nominee(s) have been selected by the Board, submit the application(s) and supporting documentation to the Area VII DEP Coordinator by January 1. At the March NHAND BOD meeting, the Committee will present the RYDY, ODY, EDL, RDTY and student recipients to the Board. Prepare and submit biographical data on appropriate forms. NHAND will donate \$100.00 to the charity of the Maggie Terninko recipient's choice.
4. Present state awards and scholarship at the Fall NHAND meeting.  
Present student awards at the Spring NHAND meeting.
5. Along with committee members, select candidates for special awards and present to BOD.
6. Present nominations to be submitted to AND for national awards. After receiving approval from the BOD, obtain biographical data and letters of recommendation and submit information on the appropriate forms. Nomination packets are to be submitted to AND by April 1.