# Position Description
# Nominating Committee Members

**LENGTH OF SERVICE:**

- This position is elected for a 2-year term.
    - Each year, three new Nominating Committee Members will be elected to start their term.
    - The Nominating Committee Member with the highest number of votes will become the Nominating Committee Chair-elect. The succession of this position is Nominating Committee Chair-elect> Nominating Committee Chair.
    - Nominating Committee Members that are not selected as the Chair-elect will hold their positions for 2 years.

**COMMON DUTIES OF THE TEXAS ACADEMY LEADERSHIP TEAM:**

- Participate in leadership training and turnover meetings at the beginning of and perhaps prior to fiscal year.
- Contribute to Board of Director (BOD) meetings as per bylaws.
- Support the strategic plan and activities of Texas Academy of Nutrition and Dietetics (Texas Academy).
- Submit reports to President and Executive Director as per master calendar.
- Submit suggested revisions for position descriptions, policies and procedures to President, Executive Director, and President-Elect prior to the last BOD meeting.
- Provide leadership and direction to his/her committee chairs as section leader.
- Receive and compile reports from committees and sections. Submit respective reports to President, the Board of Directors and Executive Director.
- Submit budget requests, as appropriate
- Be fiscally responsible for expenditures in his/her section.
- Complete conflict of interest statement on a yearly basis.
- Participate in the annual evaluation of Texas Academy contractors (Executive Director, Sponsorship Coordinator, and Lobbyist).
- Make recommendations for nominations and awards.
- Train incoming Texas Academy leadership members for the next fiscal year.
- Manage electronic files and transfer documents to incoming leadership members to facilitate continuity of service for the next fiscal year.

**POSITION RESPONSIBILITIES – NOMINATING COMMITTEE MEMBERS:**

- Identify qualified individuals to be placed on the ballot for election to the offices of the Texas Academy.
- Publicize, solicit and receive suggested nominees for the elected positions of the Texas Academy.
- Score the candidates as directed by the Nominating Committee Chair.
- Meet with other members of the committee to discuss and finalize the candidates for the ballot.
- Publicize the election and encourage members to vote.

- Evaluate each award nominee's packet using criteria and scoring system provided by the Awards Coordinator.
- Submit scores to the Awards Coordinator by the deadline.

**POSITION RESPONSIBILITIES – NOMINATING COMMITTEE CHAIR:**

- Submit "Call for Nominations" to appropriate individuals to publicize via newsletters, website and other venues
- Provide messages for newsletters and website updates related to nominations and election
- Screen suggested nominees for eligibility for the ballot.
- Request nominees submit biographical and qualifications
- Compile nominee information and scoring template and send to committee members
- Meet with committee members to finalize the slate for the ballot.
- Provide slate to President and Executive Director for BOD review
- Inform candidates who are selected and not selected for the ballot.
- Submit the final slate to the President and Past President for a final check of qualifications by the Texas Academy Board.
- Compile candidate information and submit it to the Executive Director for ballot production.
- Inform all candidates of the results of the election.
- Evaluate each award nominee's packet using criteria and scoring system provided by the Awards Coordinator.
- Submit scores to the Awards Coordinator by the deadline.
- Review and Revision of Nominating/Awards Policies and Procedures.