

## **POSITION DESCRIPTION**

### Nominating Committee

#### **1.0 INTRODUCTION**

The purpose of this position description is to establish and define the functional role, requirements, reporting relationships, and authority for the Nominating Committee members of APTA Idaho.

#### **2.0 FUNCTIONAL ROLE**

- 2.1 The Nominating Committee works to recruit members to serve in various volunteer positions within the chapter. While the primary responsibility of the committee will be to fill a slate for elected offices, their work will encompass peripheral recruiting of volunteers to fill a pipeline of volunteers who may be willing and qualified to run for elected office at a future date.
- 2.2 The committee is responsible for preparing an election ballot with at least one consenting candidate for each open elected position for the annual election at the Fall Chapter Meeting.
- 2.3 The committee will work with Chapter leaders and staff to promote open positions and job descriptions to the membership.
- 2.4 The committee will work with Chapter leaders and staff to develop an annual election timeline.
- 2.5 The Nominating Committee Chair will attend the APTA Idaho Chapter Meeting and conduct the annual election.
- 2.6 The Nominating Committee Chair will provide written and verbal reports for the Board of Directors and the membership at large as requested.
- 2.6 **Term:** APTA Idaho members are elected to the nominating committee by the membership at large for a three-year term and will serve as the chair in the third year of the term.

### 3.0 REQUIREMENTS

- 3.1 **Membership:** APTA Idaho chapter member in good standing for at least two years required. May be a PT, PTA, Retired or Life Member.
- 3.2 **Experience:** No prior service required.
- 3.3 **Skills, Knowledge, and Abilities:** Ability to function independently and interdependently and maintain accurate and organized documentation of the Chapter's business. Working knowledge and easy access to the internet and email is essential.

### 4.0 REPORTING RELATIONSHIPS

- 4.1 The Nominating Committee Chair reports to the Vice President and the Board of Directors.

### 5.0 AUTHORITY

- 5.1 The Nominating Committee members have the authority to contact members directly to encourage, promote and recruit for positions within the chapter.