



Nominating Committee Job Description

Alliance Vision	To advance continuing education in the health professions.
Alliance Mission	To promote best practices in continuing professional development by empowering the community of health education professionals.
Committee Purpose	The purpose of the Nominating Committee is to support the mission, vision, purpose, and strategic plan of the Alliance for Continuing Education in the Health Professions (Alliance).
Committee Role	Identify, evaluate, and recommend a slate of candidates from the membership to fill Director vacancies on the Board of Directors.
Committee Responsibilities	<ul style="list-style-type: none"> • Collaborate with staff liaison to develop the Director application and establish an annual timeline for the election process. • Prepare a report of the recommended slate of candidates for the Governance Committee. • Ensure ballot preparation in adherence to the timeline. • Annually review the nominating and election process for Board of Director candidates and propose changes. • Conduct webinars for members to learn more about the Board role and the application process. • Maintain the confidentiality of specific discussions and correspondences related to potential candidates.
Scope of Authority and Lines of Accountability/ Decision Tree	<ul style="list-style-type: none"> • The Committee will seek to make decisions through consensus. • The Chair will make a diligent effort to engage all members in decisions. • Decisions/recommendations of the group should be presented to the Board Liaison for review and final approval by the Board of Directors.
Committee Leadership and Succession	<ul style="list-style-type: none"> • Committee shall have the officer positions of Vice Chair, Chair, and Past Chair. • Officers shall serve a 1-year term in each position, progressing from Vice Chair to Chair to Past Chair, for a total leadership commitment of 3 years on the committee. • The Vice Chair shall shadow the current Chair to learn the role and responsibilities. After serving 1 year, the Vice Chair shall then ascend to the position of Chair. • The Chair shall lead the committee, facilitate meetings, guide the committee's priorities and initiatives, and serve as the main point of contact. After serving 1 year, the Chair shall then transition to the role of Past Chair. • The Past Chair shall assist the new Chair to ensure continuity of leadership and provide guidance and mentorship during the transition. • All committee officer positions must be appointed by the President.
Committee Composition	<ul style="list-style-type: none"> • The committee is comprised of one committee chair, one vice chair, one past chair and up to seven committee members. • A past board member or past officer should be on the committee to represent the board. • Each Committee member shall serve two-year terms, with a limit of two consecutive full terms. • The terms will be staggered.

	<ul style="list-style-type: none"> • Terms commence immediately following the Annual Conference. • The committee chair appoints committee members through the Call for Volunteers process.
Desired Qualifications of Committee Members	<ul style="list-style-type: none"> • Must be a member in good standing with a desire to advance the mission of the Alliance. • Must be an Alliance member for a minimum of three years. • Must have a history of participation and volunteerism in the Alliance. • Demonstrated a strong record of working collaboratively as part of a team. • Demonstrated ability to prioritize workload, meet deadlines, and complete assignments. • Will be ineligible to be considered a candidate during their committee term.
Time Commitment and Expectations	<ul style="list-style-type: none"> • Approximately 2-4 hours per month to include regular meetings. • Attend and contribute to Nominating Committee meetings, review all meeting materials in advance, and comply with timelines and deadlines. • All committee members are expected to sign a non-disclosure agreement. This agreement details the guidelines for data collection, confidentiality, and intellectual property ownership.