

## **APTA South Carolina Chapter of the American Physical Therapy Association Job Description Nominating Committee**

Report to: APTA SOUTH CAROLINA Executive Director

Term: 3-year term; one new member shall be elected each year. The senior member of the committee shall serve as chair, unless otherwise designated by the Board of Directors.

Position Objectives: The Nominating Committee consists of three eligible members. The primary responsibility of the APTA SOUTH CAROLINA Nominating Committee is to develop a slate of qualified candidates for APTA SOUTH CAROLINA elections. The Nominating Committee serves as a mentor to potential nominees, including through formal and informal meetings, as well as serving as a resource to facilitate leadership development plans. The APTA SOUTH CAROLINA nominating committee also generates nominations for APTA committees, and task forces, and solicits individuals for APTA SOUTH CAROLINA committee activity.

### General Responsibilities of All Nominating Committee Members:

1. Solicit grassroots input for nominations through Newsletter publications, contacting Committee Chairs, etc.
2. Maintain and promote a pool of potential nominees and future leaders
3. Collect essential information about potential candidates.
4. Prepare a slate of at least two candidates, if possible, for each position from those consenting to serve, if elected, for officers, directors, delegates, and Nominating Committee members. The Nominating Committee considers carefully the names of all eligible members for whom it has received nominations. Before drawing up a final slate of candidates, the Nominating Committee considers (and contacts, if necessary) persons whose names were recommended for nomination but who either did not consent to serve or did not return the *Consent to Serve* form as well as persons whose names were not recommended and whom the committee identifies as individuals whose names should be considered.
5. Sponsor a “meet the candidates” opportunity at the annual conference.
6. Participate in committee meetings via email communication/conference calls and at the annual conference.
7. Tellers shall be appointed annually by the Chapter President to conduct vote counts for the Chapter’s elections.

### Specific Responsibilities of the Nominating Committee:

#### Third Year Member (Chair)

1. Develop and maintain pool of potential candidates.
2. Acquire consent to serve forms, biographical information, picture, and statements from all potential candidates
3. Publicize positions open for election and absentee ballot instructions/deadlines by publishing three articles in APTA SOUTH CAROLINA newsletter on behalf of Nominating Committee

4. Develop slate of candidates for election at annual conference
5. Coordinate a “meet the candidate” opportunity at annual conference
6. Speak as needed at annual conference regarding slate of candidates
7. Coordinate elections at annual conference, appointment of elections committee, counting votes, etc.
8. Coordinate and preside over all Nominating Committee meetings via email, conference call, and at annual conference.
9. Submit annual budget to Board by date requested by Treasure
10. Submit annual report to Board
11. Orient new Nominating Committee member

#### Second Year Member

1. Participate in all Nominating Committee meetings via email, conference call, and at annual conference.
2. Assist with developing and maintaining pool of potential candidates.
3. Assist with acquiring consent to serve forms, biographical information, picture, and statements from all potential candidates
4. Publicize positions open for election by submitting three articles to APTA SOUTH CAROLINA newsletter on behalf of Nominating Committee
5. Thank you notes to all candidates who consented to serve but were not slated and to those that were slated but not elected.

#### First Year Member

1. Participate in all Nominating Committee meetings via email, conference call, and at annual conference.
2. Transcribe minutes of meetings and distribute to Nominating Committee within 1 week.
3. Assist with developing and maintaining pool of potential candidates.
4. Assist with acquiring consent to serve forms, biographical information, picture, and statements from all potential candidates
5. Publicize positions open for election by submitting three articles to APTA SOUTH CAROLINA newsletter on behalf of NC

#### Qualifications:

Each member must be an active or life member in good standing who has resided in South Carolina for at least one year prior to election. The chairperson of this committee is generally the member in their third and/or final year of office.

#### Training and Supervision:

Each new member is oriented to the responsibilities of the NC by the two incumbent members. This allows the new member time to learn the specific responsibilities of the committee and facilitates a smooth transition of leadership. The Nominating Committee reports to the Executive Director. The Executive Director will serve as the mediator between the Board of Directors and Nominating Committee to reduce the likelihood of interference with the democratic process.

#### Evaluation:

The Board of Directors will have an opportunity to evaluate the nominating committee yearly to

improve the function of the committee.

Resources:

- Appendix C: Elections Guideline for Nominating Committee
- The APTA Nominating Committee provides resources and guidelines available for the components interested in developing future leaders.