



Job Description

Job Description: **Nominating Committee**

Effective Date: **8/1989**

Approved by: **APIC MN Board of Directors**

Revised/ Reviewed
Date: **5/10**

1. General Description

- Complete a conflict of interest statement at the time of appointment /election and update this document during the year if there are changes in status
- Complete a contact information sheet to be included in the News and Views and on the chapter website
- Representatives are asked to be clear in their communication if a statement made/position taken does not represent that of APIC MN, but rather is a personal opinion
- Representatives are asked to not endorse a product or company on behalf of APIC MN, but may express an opinion or comment based on personal experience
- Communicated any questions, concerns or conflicts of interest that arise while serving in an appointed representative role to the designate board liaison for discussion and/or actions by the APIC MN Board as necessary
- Submit an article for the News and Views at least once during the year relative to activities. This is to include an annual summary report
- Give a verbal report during chapter business meetings as desired/necessary
- Provide a verbal report at board meetings if requested
- Review, at least annually, the APIC MN website for content pertaining to your role on a committee or on the Board. If you wish to make changes to the website, provide your committee's Board liaison with a copy of these changes.

2. Specifics of Job

I. Committee Description

- a. This committee is responsible for recruiting members to run for office.
- b. This committee will recruit and recommend Chairs and Vice Chairs of all of the committees as needed.
- c. This committee will contact the current Chair (s) of other committees for suggestions and recommendations regarding selection of new Chair and/or Vice Chair.
- d. This committee will present the names of the individuals recommended to serve as Chair(s) or Vice Chair(s) to the Board for approval
- e. The final approved selection of Chair and Vice Chairs will be announced with the results of the officer elections
- f. The member serving the second year of a two-year term will be the Chairperson of the Nominating Committee. The Past President serves as the Board liaison for this position



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II. Responsibilities of Chairperson

- a. Review Job Description
- b. Schedule committee meetings
- c. Develop a timeline for the year. Use the first meeting to brainstorm (January)
- d. Update willingness to serve document and provide to News and View Editor.
- e. Divide roster evenly for committee members to use for contacting perspective candidates.
- f. Review the names and qualification (active APIC-Minnesota members) for prospective candidates.
- g. Notify prospective candidates.
 - i. Written notice – including a job description
 - ii. Telephone call – (more personal)
 1. *Refer to the officer's job description when describing an office.*
 2. *Confirm the prospective candidate's willingness to be placed on the ballot.*
 3. *Confirm the prospective candidate's eligibility for the position to which they are nominated (Associate members may not serve in an elected office).*
- h. Present the names of the individuals recommended to serve as Chair / Vice Chair for committees to Board for approval.
- i. Present the completed slate of candidates to the Board for their information.
- j. Prepare the ballot by July.
- k. Assure announcement of candidates is completed:
 - i. Prepare a display of candidate photos to be posted at the annual fall conference.
 - ii. Arrange for the slate of officers to be published in the News & Views
 - iii. Encourage candidates to be moderators at the fall conference to increase visibility
- l. Count Ballots.
- m. Schedule other meetings as necessary.
- n. Review Bylaws and Nominating Committee job descriptions. Submit changes to the President-elect.
- o. Submit suggestions regarding officers' job descriptions or any conflict arising from Bylaws to the President-elect.
- p. Submit expenditure vouchers to the Treasurer for reimbursement as needed.
- q. Submit projected budget for the ensuing year to the current Treasurer by the second Thursday of October. Budgeted expenses should be itemized in the projection. (Include postage, phone calls, typist, duplication costs, etc.)

III. Responsibilities of Committee Members

- a. Review Job Description
- b. Attend meetings of committee
- c. Receive membership roster from chair to recruit members for office positions / committee positions.
- d. Recruit members to serve as officers or chair / vice chair of committee positions.
- e. Attempt to fill the two candidates for President-elect before the remaining slate candidates are recruited.
- f. Provide potential candidates with willingness to serve forms, professional vitae form and job descriptions.



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- g. Notify potential candidates of request to be monitors at the fall MN APIC conference.
- h. Notify potential candidates of any educational benefits available to elected or appointed positions.
- i. Provide nominating chair with names of members willing to be placed on ballot or appointed to a chair or vice chair position.
- j. 2 year member will serve first year as Vice Chair and second year as Chair.

IV. Responsibilities of Vice Chair

- a. Review Job Descriptions
- b. In addition to the duties as a committee member the vice chair will:
 - i. Assist Chair with preparation of ballot.
 - ii. Assist Chair with announcement of candidates
 - iii. Count Ballots

V. The Election

- a. Ballots will be provided electronically, one month prior to the date ballots are due.
- b. A deadline for return will be included in the email accompanying link for electronic ballot (approximately one month prior to the November meeting).
- c. Ballots are to be counted by at least 2 members of the Committee.
- d. In case of tie, vote shall be broken by drawing lots.
- e. When the count is finished, the President will be notified of the election results by the Chairperson.
- f. ALL CANDIDATES will be notified of election results in writing a minimum of two weeks before the November membership meeting. This letter is signed by both the President and Chairperson of the Nominating Committee. A note of congratulations is sent to each winning candidate and a Thank You note is sent to each of the other candidates.
- g. The complete election results are sent to the Secretary and submitted to the Board. This is to include:
 - i. The names of the candidates for each office.
 - ii. The number of ballots received.
 - iii. The number of votes each candidate received.
- h. The election results are sent to the National office by the President.
- i. All ballots and a copy of the results are sealed in a packet and retained by the Secretary for 6 months or until there is no possibility of a recount.
- j. The Chairperson shall present the newly elected officials at the installation presentation during the membership meeting held in either November or December as directed by the Board of Directors.

3. Monthly Action Checklist

Month	Action	Comments
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January	Contact committee members	Decide meeting dates
February	Chair divide roster / Identify opening positions for officers /committees	Contact Board for up to date roster
March	Recruit members	
April	Recruit members	
May	Update to board	
June	Contact prospective candidates	
July	Present Slate to Board	
August	Get photos and info for Poster	
September	Fall Conference	
October	Election	
November	Count Ballots	
December	Present New Officers / Committee Chairs /V. Chairs at Holiday Luncheon.	

4. **Liaison Expectations to Committee and Appointed Representatives**

The board is to provide vision, guidance, and policy to ensure committees and members representing APIC MN comply with the direction from the board. This is a summary of the Board members role as liaison to the committee(s) and or Appointed Representative they are aligned with.

Mission – to maintain a line of communication between the committee and the board

- Make sure their pursuits are consistent with APIC MN mission and policies
- Verify that you are the contact person with the board
- Communicate with committee chair/appointed representative on a regular basis to keep abreast of projects, priorities and needs.

Share information from board to committee chairs

Include policies, funding, spending and vision

Share information from committee with board monthly

Annually request that the committee chair attend a board meeting and present a brief update (see BOD document: Committee Report to the Board Schedule) to include the committee concerns, needs, help and guidance

Expense Vouchers

- Co-sign expense vouchers that they may have before it goes to treasurer
- Board members should have vouchers signed by pres elect, pres or past pres for their own expenses.
- Provide guidance on how the Chapter finance methods are maintained: vouchers are a standard method used nationally for bookkeeping purposes and provide a consistent method of tracking expenses and assist in documentation when audits occur
- APIC MN has a history of annual audits to ensure we maintain our non-profit, tax exempt status
- Expenses should be what are budgeted for. If expense is greater than what is budgeted, approval is required by the Board or liaison. If there are minor deviations, board liaison may approve using their discretion. Larger deviations require board approval