Nominating Committee Position Description

Term
- The Nominating Committee composition consists of nine (9) voting members and one non-voting member. Each voting member has a three (3) year staggered term, with exception of the immediate past president, who will serve a one year term.
- Members of the Nominating Committee serve a three (3) year term. The Committee selects the vice-chair who becomes chair the following program year.
- Nominating Committee members cannot be elected to serve for more than one three-year term on the Nominating Committee.
- The immediate past president will have voting rights and the Academy CEO will serve in an ex/officio capacity.

Part I: Composition/Qualifications

Composition
- Three (3) members with Academy BOD experience within the last ten (10) years.
- Four (4) members with experience on an Academy national level committee or task force, or as a Board member of an affiliate or DPG/MIG within the past eight (8) years.
- One (1) member in practice for 15 years or less with experience on an Academy national level committee or task force, or as a Board member of an affiliate or DPG/MIG within the past eight (8) years.
- The immediate past president.
- Academy CEO.

Qualifications
- Member of the Academy in the Active or Retired classification.
- Possesses a strong understanding of the Academy, its strategic direction, areas of nutrition and dietetics practice, and the requirements for effective functioning in leadership positions included on the ballot.
- Registration with the Commission on Dietetic Registration preferred.

Part II: Requirements

Time
- Time. The time commitment required for members of the Nominating Committee is approximately fifteen (15) days each year for virtual meetings and optional attendance at the Food & Nutrition Conference & Expo™, in addition to time required for committee work. The position of chair also requires time for correspondence, and planning meetings. Employer support in advance is encouraged.
Virtual Meetings/Conference Calls/Webinars
- Planning Meeting
- Interview Selection Meeting
- Slate Selection Meeting
- Election Debriefing Meeting
- Additional conference calls/webinars as needed

Part III: Recommended Skill Sets and Attributes

The universal skill set applies to all positions on the national ballot.

Specific to Nominating Committee
- Has national networks with Academy members and organization units and Affiliates
- Understands strategic direction and associated leadership requirements of a diverse, large organization
- Communicates effectively and with self-confidence, has critical thinking and evaluation skills, ability to work with a team and to put the needs of the organization first in order to reach consensus
- Evaluates information analytically
- Is proactive
- Is visionary
- Demonstrates broad knowledge of the nutrition and dietetics profession
- Exhibits self-confidence with internal and external audiences

Part IV: Functions

Identify
- Identifies potential candidates who possess the characteristics and skill sets needed to help advance the strategic plan
- Collaborates on a regular basis with CDR, ACEND, HOD, and BOD in reviewing and refining position skill sets and qualifications and consider refinements
- Interacts with membership groups to identify candidates
- Performs gap analysis of Board of Directors needs (current vs. future)

Orient
- Maintains active, ongoing relationships with Academy organization units (DPGs/MIGs, ACEND, CDR, HOD, BOD) and affiliates encouraging nominations and voting

Nominate
- Communicates with all stakeholders within the Academy to identify a qualified, diverse and representative group of nominees
Select
- Evaluates, screens, and selects candidates for the ballot
- Interviews candidates for President-elect, Treasurer-elect, and Speaker-elect
- Encourages and promotes inclusion, diversity, equity and access; recognizing, respecting and including differences in ability, age, creed, culture, ethnicity, gender, gender identity, political affiliation, race, religion, sexual orientation, size, and socioeconomic characteristics in the nutrition and dietetics profession
- Prepares an official ballot, annually or as otherwise specified in the Bylaws

Elect
- Manages the election process
- Develops, disseminates, reviews and updates campaign rules

Encourage
- Influences other parts of the organization in their leadership development activities
- Informs a candidate of results, requests evaluation of the process and communicates other opportunities for leadership

Cultivate
- Continues to establish the pool of candidates
- Collaborates mutually on year-round basis with Academy organization units (DPGs/MIGs, ACEND, CDR, HOD, BOD) and Affiliates in encouraging member engagement in the election process and sharing leadership database information to develop leadership skills and create a pipeline of future leaders
- Encourages the Board of Directors and organization units to use task forces, committees and work groups to create opportunities for leadership development and involvement in the Academy
- Interacts with the IDEA Committee to further extend opportunities for diversifying nominations.

Evaluate
- Evaluates and analyzes nominations and elections processes and makes recommendations for change to the Board of Directors

Supports Strategic Plan
- The Academy and its members amplify the contribution of nutrition and dietetics practitioners and expand workforce capacity and capability