



ASCLS – Montana Position Description and Guidelines for Completion of Duties

Elected Position: Nominations Committee

Responsible To: Board of Directors and ASCLS-MT Membership

Term of Office: The members of this Committee shall be elected at the annual meeting of the Society, for a two (2) year term; a member may serve for two (2) consecutive terms. The term of elected office is two years, starting August 1, which coincides with the beginning of the fiscal year.

The Chairperson shall succeed to that position from the Vice-Chairperson position. The Vice-Chairperson shall be elected each year from the members who are beginning their two-year terms.

Recommended Qualifications of Members: At least one (1) year of membership in the Society. No officer, director, elected representative, or appointed representative of this Society shall be a member of this committee.

Duties and Responsibilities:

1. Chairperson prepares a list of the elected positions to be filled at the next election.
2. Chairperson publicizes the list by sending it to the membership.

Guidelines:

- The list shall be sent to the membership three (3) months prior to the annual meeting asking for nominations.
 - The guidelines and qualifications for each position will be listed.
3. Committee members initiate direct contact with qualified members in the event an insufficient number of nominations is received to complete the slate.
Guidelines:
 - The chairperson meets with the committee (telephone, GoToMeeting, etc) to discuss possible nominees.
 - All members of the committee will contact members about offices in the society and return names to the chairperson.
 - Committee members verify the qualifications of the nominees and obtain assurances that the nominees agree to their candidacies.
 4. Chairperson publicizes the slate of candidates, along with the qualifications of such nominees, no less than thirty (30) days prior to the annual meeting.

5. Committee presides over annual election of the Society.

Guidelines:

- Voting will occur online. (Survey Monkey or Ballotbin.com)
- Written ballots will only be available at the annual meeting.
- Tabulates results at the annual meeting.
- Reports the results to the President and the membership present at the meeting.

6. Chairperson will assure that all duties of the Nominations Committee are completed and mentors the newly elected Nominations Committee members for one year immediately following the completed term.

7. Attends Board meetings and general business meetings to report on activities.

Guidelines:

- Summer meeting – travel to meeting
- Fall meeting – travel to meeting or participate in teleconference call
- Winter meeting – travel to meeting or participate in teleconference call
- Spring meeting – travel to meeting held Wednesday before the beginning of Spring Meeting
- General Business Meeting – held during the Spring Meeting, usually on Thursday after the last CE session
- Board Orientation – held at the end of the Spring Meeting, and also during a Go-To-Meeting in August

8. Provides newsletter articles to the Publication Editor and webpage content to the Webmaster; utilizes the ASCLS-MT google groups and Member Community to communicate with the membership. (See Awards and Scholarship PD for instructions for using these communication tools.)

Guidelines:

- Writes a specific article about committee activities when the Publications Editor requests it or
- Volunteers to write an article pertinent to society activities

9. Keeps informed of all Society activities, reviews all societal publications and communications (e-mail, Member Communities, websites, *ASCLS Today*, MLN).

10. Keeps informed on all potential problems relating to the Society and/or the profession existing in the state and relates those problems to the President and/or Board.

11. Submits for approval proposed annual budget information to the Treasurer 30 days prior to the annual general business meeting.

12. Submits a written report of the year's activities to the Secretary prior to the annual meeting. These reports shall then be placed in the permanent file with the File Custodian.