

# AAOMPT NOMMINATING COMMITTEE JOB DESCRIPTION

## **Members and Terms:**

The Nominating Committee shall consist of three (3) Fellows in good standing, who each serve for three (3) years. The 3<sup>rd</sup> and final year of their service the member will serve as chairperson. One member shall be elected each year.

## **Meetings:**

The committee will meet formally each year at the annual conference. The remainder of the communication will be via email and via quarterly conference calls plus additional calls, as needed.

## **Purpose:**

To participate in maintaining the Academy's nomination and election process for officers and to identify potential future leaders for AAOMPT.

## **Tasks:**

- A. To identify and create a list of potential future leaders to serve on the executive council.
- B. To identify executive positions that need to be elected annually and facilitate, organize and oversee the nomination and voting process.
- C. To submit committee reports to Articulations, to report to the membership the nominating process, deadlines and election results.

## **Duties:**

### A. Chair

1. Facilitate Academy members to submit nominations for AAOMPT officers.
2. Update the web site announcements, nominating forms and voting ballots by contacting the current AAOMPT management group.
3. Communicate with the nominees and nominators to assure all material needed has been submitted and to update them on election outcomes.
4. Organize and manage the election process for AAOMPT officers.
5. Communicate and update the executive committee through the Member-at-Large
6. Compose Articulation committee reports.
7. Submit and present an annual report at AAOMPT conference executive meeting.
8. Set up and lead quarterly conference calls with Nominating Committee Members and Member-at-Large to facilitate completion of the tasks of the committee and to prepare the Nominating Committee Members for their future position as Nominating Committee Chair.
9. Present plaques/certificates to outgoing executives and chairs, as indicated, at the AAOMPT Annual Conference.
10. Attend the business meeting at the AAOMPT Annual Conference. Remind the membership of the offices open for election and take nominations from the floor.

### B. Member

1. Participate in the process to recruit future AAOMPT leaders and encourage nominations for officers.

2. Participate in conference calls and contribute to learn and contribute to the process of the tasks of the Nominating Committee.
3. Attend a meeting for the Nominating Committee at the AAOMPT Annual Conference.