

American Association of Critical Care Nurses
Greater Cincinnati Chapter

Position Description: Nominating Committee Chairperson

Term of Office:

The Nominating Committee Chairperson is a one (1) year position held by the immediate past President. The term begins July 1 in the year of the new election and ends June 30 of the following year.

Position Description:

The Nominating Committee Chairperson is responsible for preparing a slate of potential candidates to assure quality leadership for the chapter.

Responsibilities:

The Nominating Committee Chairperson will:

1. Participate in annual development and review of strategic plan.
2. Publicize position vacancies. Publication should include position description, term of office, qualifications, and if applicable, and estimated time commitment.
3. Identify potential candidates for office.
4. Prepare a slate of nominees ninety (90) days prior to the annual election and present the slate to the Board for approval that all nominees meet qualifications.
5. Notify all nominees of nomination.
6. Inform the membership of nominee's qualifications.
7. Prepare a ballot.
8. Oversee the distribution of ballots (mailing/meeting).
9. Compile the results of the balloting.
10. Assure membership notification of the results of the balloting.
11. Submit quarterly reports of all activities to the President.
12. Maintain chapter election files (procedure/sample ballots).

Approximate Time Requirement:

3 hours per month (including above responsibilities & attendance at meetings & workshops/conferences)

Approved: 6/94

Updated: 5/97, 6/2000, 5/2005, 8/2007