

MAINE ACADEMY OF NUTRITION AND DIETETICS

JOB DESCRIPTION: Nominating Committee

Functions

1. Serves a 3-year term. Serves as chair of Nominating Committee in third year. Chair is a voting member of the board and attends all board meetings. First- and second-year Nominating Committee members are non-voting members of the board.
2. Convenes the Nominating Committee to select candidates for office.
3. Provide MAND members with official ballot of candidates for office.
4. Conduct special elections if required.
5. Accept additional leadership responsibilities as designated by the board of directors.

Responsibilities

1. Recruit candidates for open positions on the board via email, phone calls, or direct contact, with this duty shared among the 3 members of the Nominating Committee.
2. Record recruitment efforts.
3. Present to the board, with a 30 day notice, one or more nominations for vacant positions on the board.
4. Forward vitae form to candidates prior to beginning of election process.
5. Prepare ballots.
6. Arrange for counting of ballots by independent party.
7. Email, paper mail, and/or post on the MAND website the ballots to all MAND members 30 days prior to closing of the polls to allow members to vote on the candidates.
8. Upon closing of the polls, declare nominee with the most votes elected to the specific office for which he/she ran.
9. Report results of elections to secretary for official recording and for notification of the candidates of the election results