

FCP Academy Dietetic Practice Group: Job Description

NOMINATING COMMITTEE CHAIR (AND MEMBERS OF THE COMMITTEE)

Term: 2 years; Term of office coincides with the Academy of Nutrition and Dietetics fiscal year (June 1 through May 31).

Background

- The Nominating Committee consists of four members. The two candidates who receive the most votes are elected to the Nominating Committee. Of the 2 elected candidates, the candidate who received the most votes is designated the chair of the committee during the second year of service.
- The FCP Past-Chair also serves on the Nominating Committee in an advisory role/non-voting role (ad hoc) and as a liaison between the Committee and the FCP Past Chair Council, an invaluable source of feedback for the Committee.

Qualifications

- Member of the Academy of Nutrition and Dietetics in the Active, Retired or Life classification.
- Knowledge of the leadership experience and skills of the membership who are eligible to hold office. (Applies to the Nominating Committee).
- Available to serve in the office for two (2) years.

Roles of the Nominating Committee Chair

- ▶ Serves as a voting member of the Executive Committee (EC).
- ▶ Coordinates nominating committee activities and meetings.
- ▶ Submits the nominations, according to Guiding Principles and Academy guidance, to the Executive Board to be published and disseminated to the FCP membership.
- ▶ Works with EC to determine FCP nominations for the Academy's national ballot
- ▶ Submits the FCP nominations for the Academy's national ballot, according to the bylaws

General Duties of the Nominating Committee

- o Prepares an official ballot annually.
- o Consults with the EC and others including the Past Chairs Council to identify potential candidates.
- o Assists in development of the ballot, including liaison with the Academy for electronic balloting.
- o Notifies all candidates of the election results.
- o Prepares a summary report with information on those interested in volunteering.

Specific Duties

- o Determines which offices are open and designates:
 - Annually, a minimum of one (1) and maximum of two (2) candidates for the office of Chair-elect; whenever possible this should be a contested position with 2 candidates.
 - Annually, a minimum of two (2) and maximum of four (4) candidates for the Nominating committee - two (2) to be elected. In alternate years, a minimum of one (1) and maximum of two (2) candidates for the Offices of Secretary and Treasurer. Prepares a candidate list that specifies for which office(s) each candidate is being considered. Every three (3) years, a minimum of one (1) and maximum of two (2) candidates for the Delegate position.
- o The chair works with the committee members to determine which committee member will contact which potential candidates.
- o Committee members ask their respective candidates to run for office and provide them with appropriate job descriptions.
- o Work with the Academy and the nominating process to assure that all deadlines are met for submission of information.
- o Work with the FCP Office to send out the ballot petition (usually in late November or early December).
- o Work with the Communications Team to assure that publicity for both Academy and FCP elections is developed and that voting is promoted.
- o The Nominating Committee notifies all candidates of the election results.
- o Election results from the Academy are forwarded to the FCP Office for archiving.
- o Notify the EC of the election results (once candidates are notified)
- o Assure that communication to members regarding election results is completed.

General Schedule

June

- Newly elected members officially assume office.
- Chair attends EC meeting.

July

- Chair participates in monthly EC conference call.
- Chair works with EC to determine FCP nominees for Academy's national ballot.
- Chair drafts a Calling for Candidates message to members (for electronic distribution and inclusion in e-newsletter and via all social media channels).

August/September/October

- Chair submits FCP nominees for Academy's national ballot. The nominations are due to the Academy by an established date (may vary based on position) in August, September and/or October.
- Committee meets via conference call to determine which offices are open, and begins to prepare a slate of proposed candidates. Note: The final slate is due to the Academy by an established date, usually November 1.
- Committee members ask candidates to run for office and solicit additional information, as needed, to develop the most qualified candidate list by position.
- Committee members participate in monthly conference calls, or more frequently as needed, to continue work on nominating slate.

November (or October)

- Committee members confirm candidate nomination.
- Names and other Academy-requested information is forwarded to the DPG manager.
- Chair confirms ballot with Academy manager.
- Chair participates in monthly EC conference call.
- Chair presents final slate on monthly EC call as a FYI (the EC does not vote/approve the slate).

December

- Chair works with FCP Office to send out the Ballot Petition e-blast to members, alerting them of the opportunity to petition to add candidates to the ballot (applies only if offering membership a contested ballot)

January

- Chair participates in monthly EC conference call.
- Chair works with the Academy (if needed) to assure that candidates have submitted all necessary information.
- The Nominating Committee should review and update all volunteer leader information, including the master list of those asked to run and responses. Forward the completed list to the FCP Office for archiving and to the Nominating Committee Chair-Elect for use the next year.

February-March

- Chair participates in monthly EC call
- Chair prepares the out “Get Out the Vote” messages to membership for both DPG and national Academy elections. Messages sent through FCP e-blasts must be pre-approved by the Academy DPG Manager. Forward information to the Communications Team for distribution, as well as the FCP Office.
- Notify all candidates of the election results.
- Forward the election results to the FCP Office for archiving. NOTE: This is the only place the results detailed information is sent.

April-May

- Chair reviews job description and polices/procedures associated with position; revises/updates as needed.
- Chair completes annual report and updates Nominating Committee Chair's files for end of term of office. Provide files, including updated list of potential members to consider for ballot positions and orient incoming Nominating Committee Chair as to duties of the office.
- Chair participates in monthly EC call
- Chair transitions information to the incoming Chair.