

Job Description: NOMINATING COMMITTEE

Original Adoption/Approval: UNKNOWN

Revised: 10-19-2021

Reports to: Nominating Committee Chair

Term: 3-year term, with no more than two consecutive terms. The term of office shall commence at the close of the Combined Sections Meeting and end at the close of the Combined Sections Meeting 3 years later.

Elected/Appointed: The members of the Nominating Committee shall be elected by members of the Academy in accordance with Article X. One member of the Nominating Committee shall be elected each year.

Composition:

- The Nominating Committee shall have three members who shall be Physical Therapist, Retired Physical Therapist, or Life Physical Therapist members of the Academy in good standing.
- The senior member of the Committee shall be Chair of the Committee in the 3rd year of the elected term.
- If a vacancy on the Nominating Committee arises, the Board of Directors shall appoint a replacement, who shall serve the unexpired remainder of the term. However, if a vacancy arises pursuant to Article VIII, Section 1, G, the Executive Committee shall appoint the replacement.

Qualifications to Hold Office: The Committee members must be Academy members in good standing. Members of the Nominating Committee may run for any of the four offices. A member elected as an officer ceases to be a member of the Nominating Committee upon the announcement of his/her election.

Objectives: The Nominating Committee consists of three members. The primary responsibility of the Committee is to develop a slate of qualified candidates for elected officer positions and to manage the election process. Nominating Committee members identify future leaders from within the Academy and serve as mentors to potential nominees.

Specific Responsibilities: Work in collaboration with Committee members to accomplish tasks as described in the Nominating Committee Chair position description. The Chair ensures all actions of the Committee are in compliance with nominations and election procedures as established in the Academy Bylaws.

Nominations and Elections Timeline

- June – September:
 - Call for nominations published in the June newsletter, delivered via eblasts at least once monthly in July, August, and early September and posted on ACEWM website
 - Executive Director collects nominations and updates the Nominating Committee Chair on submissions
 - September 15 – Nomination deadline
- October:
 - October 1 Elections launched online and paper ballot if requested
- October 31 Election closes
- November 15 – Candidates notified of election results
- December – New officers announced in December newsletter
 - January/February – New officers installed at the Annual Business meeting in conjunction with CSM