

ARSC

Nominating Committee Description

1 Committee Type

The Nominating Committee is a Special Committee of ARSC.

2 Committee Members

2.1 Eligibility

All members in good standing are eligible to serve on the committee.

2.2 Election of Members

The committee comprises three members elected by vote of the membership at the annual meeting preceding the election. Only one member may be a member of the Board of Directors or of the Executive Committee. Subject to the limitations of ARSC Bylaws Article V, Section 2, committee members are not barred from being nominated.

2.3 Appointment of Chair

The Nominating Committee Chair is appointed by the President.

2.4 Term

The duration of the Nominating Committee is one year, beginning at the annual meeting preceding the election year and concluding at the annual meeting of the election year.

3 Mission

The Nominating Committee's mission is to nominate candidates for election to positions as Officers or Awards Judges.

4 Objectives

The Nominating Committee shall prepare a slate of candidates for election to positions as Officers or Awards Judges.

5 Functions

The Nominating Committee shall:

- Identify, recruit, vet, and nominate prospective candidates for election to positions as Officers or Awards Judges.
- Communicate responsibilities of positions to prospective candidates for election to positions as Officers or Awards Judges.
- Solicit and edit candidate biographies and statements.
- Prepare print ballots and electronic ballots.
- Write and submit a *Nominating Committee Report* prior to each regular ARSC Board Meeting (Spring and Fall).
- Work with the ARSC Web Manager to maintain and update the committee webpage as necessary.

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- Update the *Nominating Committee Description* as needed.

6 Effort

Nominating Committee members may expect to devote 10 to 20 hours across their annual term:

- Soliciting candidates for nomination.
- Soliciting and editing candidate biographies and statements.
- Preparing copy for print and electronic ballots.
- Committee management by chair (appoint members, communicate with members, write and submit reports, update webpage): 10 to 15 hours.