



NOMINATING COMMITTEE MEMBER

Based on the NEAIR By-Laws:

The term of service for the position of Nominating Committee member is one year.

The Nominating Committee consists of the immediate Past President as Chair and six persons elected by the membership of the Association. It is responsible for conducting the election of officers, members of the Steering Committee and members of the next Nominating Committee of the Association in accordance with the election procedures set forth in the constitution. The term of office of elected members of the Nominating Committee is one year beginning at the conclusion of the Annual Business Meeting following their election and terminating at the conclusion of the following Annual Business Meeting. Each year, the Nominating Committee has one sector representative. The sector representative to be elected rotates each year.

Roles & Responsibilities:

- Review and suggest edits for announcements to the membership about positions to be elected and the call for nominations.
- Develop ways to cultivate lists of potential candidates.
- Participate in email discussions and several conference or video calls throughout the year.
- Assist with contacting potential candidates to assess their interest.
- Develop a balanced and diverse slate of candidates based on institution/organization location, type, and size with attention to who can best do the job.
- Assist with notifying successful and unsuccessful candidates in a professional and timely manner.
- Provide perspective and knowledge about prospective candidates.

Skills & Qualities Important for the Role:

Must be a NEAIR member in good standing for at least one (1) year by the start of the nominated term.

- Ability to express your opinion within the committee.
- Willingness to compromise when appropriate.
- Ability to follow through with tasks assigned in a timely manner.
- Ability to demonstrate professionalism on behalf of NEAIR when contacting potential, successful, and unsuccessful candidates.
- Have been involved with NEAIR in some capacity for at least two years.
- Leadership experience helpful (i.e., candidate selection, search committee participation, supervisory).

Time Commitment:

- Minimal time needed for email discussions throughout the year. Committee members will work in a sub-committee structure to complete Committee work.
- Hour long virtual meetings are held several times and are scheduled at a mutually agreeable time (if possible) for all members.

Past Members of the Committee Say...

Best Part:

- "It is an easy way to give back to NEAIR, and a good chance to meet others or get to know them a little better."

- “It felt good when I saw the people we put on the ballot rise and shine during their terms and working hard to bring NEAIR to another level.”

Challenges:

- “Not knowing all the prospective candidates well; however, others on the committee shared their knowledge about them.”
- “Many talented individuals want to serve NEAIR, but not all can be on the ballot in a given year. Weighing each potential candidate’s qualifications and choosing the right one at times can be difficult.”

Current and Past Governance Lists:

[Current Steering Committee](#)

[Past Governance Teams](#)

Revision History:

S. Akhtar 2/25/2022

J. Dunseath 3/8/2021

S.T. Lichtinger (no changes) 2/17/2020

A. Bartlett 1/27/2019

A. M. Senior 3/2018

Original: M. Gray 5/2008