



NOMINATING COMMITTEE MEMBER

The Nominating Committee member serves a two-year term (pending changes to the by-laws), collaborating with the committee to conduct elections for NEAIR officers and Steering Committee members. Responsibilities include participating in virtual meetings, reviewing candidate lists, and ensuring a diverse slate of candidates while dedicating 55 to 70 hours (or 4 to 6 hours a month) throughout the year to fulfill duties.

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 By-Laws. 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 (Two-Year, Public, Private) to be elected rotates each year.

Skills & Qualities Important for the Role:

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

- Ability to express your opinion within the committee.
- Ability to work with other members of the committee to accomplish tasks and be adaptable.
- Willingness to compromise when appropriate.
- Ability to follow through with tasks assigned in a timely manner.
- Ability to demonstrate professionalism within the committee and on behalf of NEAIR when contacting potential, successful, and unsuccessful candidates.
- Involvement with NEAIR in some capacity (e. g., attending a conference, being a proposal reviewer) for at least two years.

- Leadership or relevant experience helpful, but not required (i.e., candidate selection, search committee participation, supervisory).

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 work 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.”

Roles & Responsibilities:

- Participate in virtual committee meetings and email discussions throughout the year.
- Review and suggest edits for announcements/advertisement to the membership about positions to be elected and the call for nominations.
- Develop ways to cultivate lists of potential candidates.
- 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.

Time Commitment:

- Hour long virtual meetings are held from February to late fall and are scheduled at a mutually agreeable time (if possible) for all members.
- Some amount of time needed for email discussions and completing allocated tasks outside of meeting throughout the year.
- Committee members may work in a sub-committee structure to complete committee work.
- In total, approximately 55 to 70 hours (estimated) are needed for performing the duties as a committee member.

Current and Past Governance Lists:

[Current Steering Committee](#)

[Past Governance Teams](#)

Last updated:
4/17/2026