



NOMINATING COMMITTEE MEMBER

Based on the NEAIR Constitution ...

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

The Nominating Committee shall consist of the immediate Past President as Chair and six persons elected by the membership of the Association. It shall be 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 shall be for 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 shall contain one sector representative. The sector representative shall rotate, anticipating the rotation system for the sector representatives on the Steering Committee (e.g., if the nominating committee for the next year will propose a ballot including a two-year college representative, then the ballot for the current year should have one slot that would be reserved for a two-year college representative).

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 for positions included in the year's election.
- Participate in email discussions and several conference calls throughout the year.
- Assist with contacting potential candidates to assess their interest.
- Develop a balanced 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 time of the start of the nominated term.

- Able to express your opinion within the committee.
- A willingness to compromise when appropriate.
- Able to follow through with tasks assigned in a timely manner.
- Able to demonstrate professionalism on behalf of NEAIR when contacting potential, successful and unsuccessful candidates.
- Have been in the IR field or NEAIR for at least five years.

Time Commitment:

- Minimal time needed for email discussions throughout the year.
- Hour long conference call meetings are held several times and are scheduled at a time that is mutually agreeable (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.T. Lichtinger (no changes) 2/17/2020

A. Bartlett 1/27/2019

A. M. Senior 3/2018

Original: M. Gray 5/2008