

**POSITION DESCRIPTION
FOR CHAIRPERSON OF THE
NOMINATING COMMITTEE**

1. Incumbency. The chairperson of the Nominating Committee is the penultimate past President of the Society.
2. Tenure. The chairperson of the Nominating Committee serves for one year. The service year is normally from annual meeting to annual meeting, unless specified to be otherwise by the Board of Directors.
3. Accountability. The chairperson of the Nominating Committee is accountable and reports to the Board of Directors. For administration purposes, the Board contact for this committee is the Immediate Past President.
4. Duties. The broad function of the chairperson of the Nominating Committee is to manage the activities of members of the Committee for the purpose of achieving the mission of the Committee as approved by the Board of Directors.

“The Nominating Committee nominates candidates for offices of the Society and for Board membership and submits its selections to Fellows of the Society prior to the annual elections. The committee also makes recommendations to the Board to fill interim vacancies in Society offices or Board membership.”

The specific duties of the chairperson of the Nominating Committee are:

- a. Manage the membership of the Committee in accordance with the guidelines set forth in the Committee Chairpersons’ Manual. Submit welcoming and appreciation letters to new and retiring members, respectively.
- b. Utilize the annual preferential ballot (straw poll) of the membership to obtain membership input for developing a slate of nominees for members of the Board of Directors, President-Elect, and candidates for Vice President.
- c. Seek input from the Board of Directors for use in developing a slate of nominees for the position of Vice President and appointed Directors.
- d. Recommend Fellows to the Board of Directors to fill vacancies in Society offices or in Board membership.
- e. Recommend non-CAS members to the Board of Directors to fill the appointed Director positions.
- f. Provide input to the President and President-Elect on candidates for AAA leadership positions.
- g. Submit changes to the Board of Directors (Attn: VP-Administration) for the procedures and guidelines the Committee intends to follow in developing the slates of nominees for Directors and President-Elect.
- h. Present to the Fellows of the Society slates of nominees for Directors and President-Elect.
- i. Present to the Board of Directors a slate of nominees for the position of Vice President.

- j. Prepare (annually) and submit to the CAS Office the Committee's budget requirements for the coming fiscal year of service. These requirements will be reviewed by the Finance Committee and approved by the Executive Council.
 - k. Attend the annual CAS Leadership Meeting.
 - l. Perform other duties as may be requested by the Board of Directors.
 - m. Generally do all that is necessary to assure that the mission of the Nominating Committee is carried out effectively.
 - n. The Committee will receive input from the Executive Council, Executive Director, and Leadership Development Committee.
5. Authority. The chairperson of the Nominating Committee has the authority to act as required to effectively carry out the mission of the Committee except:
- a. Appoint or terminate Committee members.
 - b. Authorize expenditures on behalf of the Society without approval of the President unless they are included in the approved CAS budget.
 - c. Enter into contract on behalf of the Society without specific authorization from the President.
 - d. Unilaterally launch a Committee activity not clearly within the Committee charge.

The chairperson of the Nominating Committee is charged with exercising sound judgment in the conduct of the business of the Committee. Whenever a question arises where authority/responsibility is not clear, the chairperson is expected to consult with the Immediate Past President in advance of exercising any of the available options.

6. Miscellaneous. In the event of the unavailability of the Immediate Past President to answer questions, consult on problems, etc., the chairperson should refer the question, problem, etc. to the attention of the President, then the President-Elect, in order of availability.