NOMINATING COMMITTEE

Members of the Nominating Committee are elected by the membership. The Nominating Committee Chair will serve for one (1) year and be a member of the Board. The Nominating Chair-Elect will serve for one (1) year and serve as the Nominating Committee Chair the following year. The Nominating Committee will consist of four (4) members. The Chair, Chair-Elect and Committee-Members will each serve for a total of two (2) years.

QUALIFICATIONS

▪ Member of the Academy of Nutrition and Dietetics in the Active, Life or Retired category
▪ Member of the Oregon Academy of Nutrition and Dietetics
▪ Active participation in the Oregon Academy and/or district associations
▪ Available (if elected chair) to attend Executive Board meetings
▪ Knowledge of statewide membership

RESPONSIBILITIES

I. Attends all Oregon Academy Executive Board meetings (if unable to attend, appoints a proxy).
   A. Submits monthly reports
   B. The Chair serves as a voting member of the Board
   C. Submits annual report as requested
   D. Reviews and updates pertinent documents
   E. Provides orientation and transition for the incoming committee chair

II. Requests nominations from the Board and submits a call for nominations to Newsletter and/or via special eblast, plus website and social media channels. (See nominating timeline under policies for further details)

III. Prepares preliminary list of potential candidates for election in rank order
   A. Chair sets dates and convenes committee meetings.
   B. Members review qualification and duties for each office to be filled according to Election Schedule. (See Policy and Procedures)
   C. Obtains current membership roster from the Oregon Academy Office to use as resource to determine office eligibility (or coordinate candidate review with the Office).

IV. Chair coordinates contacting potential candidates to determine if they will accept the nomination

V. Sends confirmation to nominees to include:
   A. Position description and qualifications
   B. “Consent to Serve” to be signed and returned to the committee by the deadline determined
   C. Form for background and objectives for the ballot (to be returned)

VI. Submits slate of officers to Executive Board for review (informational only – the Board does not approve the slate)

VII. Assures the ballot and supporting information is prepared by the Executive Office
   A. Nominees’ professional resumes
B. Nominees’ objectives for position  
C. Nominees’ picture (based on Executive board decision to include or not include photos)  
D. Postcard notifying members of balloting procedure (including request for paper ballot, if an option) – for those without email. Note: This may or may not be implemented each year, pending budget and the Board decision to implement.  
E. Eblast content for ballot notification.  

VIII. Submits all final ballot documents to the webmaster for posting (Executive Office)  
A. Reviews online ballot  

IX. Receives ballot results from the Oregon Academy Office  
B. Chair contacts all candidates with election results  
C. Assures that letters are emailed to all candidates after verbal notification. Note: Letters are completed by the Oregon Academy office and sent to all candidates.  
D. Notifies Oregon Academy Office when results can be posted on the website and in newsletter  
E. Follows up with those not elected to ascertain interest in volunteer positions and/or running for a position the following year.