

TERMS OF REFERENCE: NOMINATING COMMITTEE

PURPOSE: Ensure appropriate notification and access by members to elected positions within ISSWSH: President-Elect, Secretary, Treasurer; Committee Chairs of the following Standing Committees: Advocacy, Clinical Guidelines, Fellowship, Finance, Global Development, Membership, Online Services, Research Grants, and Social Media; Committee Co-Chairs of the following Standing Committees: Education, Scientific Program; and Directors-at-Large. Ensure that a diverse and representative slate of candidates is presented to the Board for approval.

OVERALL RESPONSIBILITIES: Cultivate potential members identified for leadership positions, manage call for nominations, vet nominees for qualifications to serve (may nominate members who do not strictly follow the stated office qualifications if it is considered by the committee to be in the best interest of the association), present slate of candidates to the Board of Directors for approval. Work with management team to hold election by the membership as required in the Bylaws.

COMPOSITION:

CHAIR: Immediate Past President

- **MEMBERSHIP:** President-Elect if available and at least three members of ISSWSH appointed by the President.
- All open positions need to be filled by members of ISSWSH in good standing.
- Committee Members will serve a term of 2 years or until the term of the Chair ends. The Immediate Past President and President-Elect serve on the nominating committee as long as they hold those positions. Appointed members may serve consecutive terms but need to be reappointed by the President.

LIAISONS

- Executive Committee:
- Staff: Bobbi Hahn

COMMITTEE MEETINGS:

- The committee will meet at least 4-5 months in advance of the scheduled Annual Business Meeting or no later than October 1 and on an as needed basis.
- Minutes/Reports: Minutes serve as a record of meetings that take place by the committee. At the request of the Chair and with permission of the participating members, the meeting may be recorded. The committee must submit a written report whenever a slate of candidates is presented to the Board for approval.

COMMITTEE SPECIFIC ACTIVITIES/PROCESSES

- The Nominating Committee will receive all qualified nominations for consideration during an open call for nominations period which must conclude at least 70 days before the annual business meeting of members.
- Qualified nominations may be submitted through the ISSWSH Office (info@isswsh.org) or a designated submission platform at any time during the open call for nominations.
- Nominations may be submitted by any ISSWSH member in good standing, including self, utilizing the qualifications described below.

Qualifications:

President-Elect, Secretary, and Treasurer

- a) Minimum active membership in ISSWSH: 3-5 years

TERMS OF REFERENCE: NOMINATING COMMITTEE

- b) Previous significant contribution/accomplishment related to ISSWSH (e.g., Chairing the Annual Meeting, Participation as a Committee Chair, Fellows Member of ISSWSH)
- c) Attended ISSWSH Annual Meeting/Course in 3 of past 5 years

Committee Chairs

- a) Minimum active membership in ISSWSH: 3 years
- b) Active member of the committee in which they are nominated: 2 Years
- c) Attended ISSWSH Annual Meeting/Course in 2 of past 3 years

Directors at Large

- a) Minimum active membership in ISSWSH: 3 years
- b) Active member of a committee: 2 Years
- c) Attended ISSWSH Annual Meeting/Course in 2 of past 3 years

Term of Office:

1. President-Elect: Two-year term, then automatically becomes president for 2-year term
2. Secretary and Treasurer: Two-year terms, renewable once
3. Education and Scientific Program Committee Co-chairs: Three-year term, co-chair one year, chair one year, advisor one year, non-renewable
4. All Other Standing Committee Chairs: Two-year terms, renewable once
Directors at Large: Two-year terms, renewable once

Nomination and Election Process:

1. Nominations will be received by the ISSWSH Office and eligibility qualifications verified.
2. Eligible candidates will be asked to submit a statement of interest, CV, and photo for use during the election process, as well as complete the conflict of interest disclosure form.
3. Qualified candidates will be forwarded to the Nominating Committee for review and approval after the conclusion of the open call for nominations period which will close no later than 90 days in advance of the Annual Business Meeting.
4. The Nominating Committee may nominate members who do not strictly follow the stated office qualifications if it is considered by the committee to be in the best interest of the association.
5. One member may not be a candidate for two different positions in the same election year.
6. A current board member may not resign their office before completion of the term in order to run for another position.
7. The Nominating Committee will officially present all accepted nominations at least 50 days in advance of the Annual Business Meeting.
8. Elections will be held as per Bylaws, Section 4.04 Election of Board Members. A slate of candidates for all upcoming vacancies for Officers, Standing Committee Chairs and Directors-at-Large shall be presented to the Active Membership each year at the annual meeting. Voting for Board positions shall take place by the Active Members in person or by ballot. The nomination and election process shall be further defined in the ISSWSH Nomination Policy.
9. Election results will be announced as soon as the full vote has been tabulated and validated to the nominees and to the full membership.