



Pediatric Endocrinology Nursing Society  
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*Advancing the art and science of pediatric endocrinology nursing.*

[www.pens.org](http://www.pens.org)

## **Nominating Committee Charter**

### **PENS Nominating Committee Structure and Function**

The PENS Nominating Committee is unlike general standing committees in that it is comprised of individuals who are elected by membership during the annual election process rather than appointed by the Board. The Nominating Committee's primary functions are as follows:

- Solicit candidates for the leadership of the organization
- Oversee the annual elections
- Make recommendations to the Board of any suggested change in the elections process.
- After elections, committee focuses on membership retention for PENS

The committee meets via conference call and in person at the annual conference.

### **Nominating Committee's Purpose**

The PENS Nominating Committee is responsible for recruiting candidates, and slating of the ballot for the PENS annual election.

### **Chair Responsibilities**

- Work with staff to set the agenda for each call or meeting.
- Determine when to cancel a scheduled meeting or convene an unscheduled meeting.
- Preside over all meetings and conference calls.
- Coordinate the recruitment of candidates as well as the slating of the ballot.
- Delegate tasks to committee members.
- Provide reports to the Board as required. Submit annual reports to the membership in conjunction with the annual conference.
- Approve correspondence sent on behalf of the committee.
- Notify all candidates verbally of the outcome of the election or delegate the verbal notification of the outcome among committee members.

### **Committee Member Responsibilities**

- Attend a minimum of 90% of all calls/meetings.
- Participate in the discussion of the committee by conference call and by e-mail.
- Recruit potential candidates for various leadership positions on the ballot.
- Accept assignments as delegated by the Chair. Examples of delegated tasks include the following:
  - Write articles for the PENS *Insider* or messages to members to be sent via e-mail.
  - Follow up with members to encourage them to consider running for office.
  - Review candidate materials to determine eligibility of each nominee.
  - Participate in the slating of the ballot.

### **Staff Responsibilities**

- Staff all meetings.

- Moderate meetings in the absence of the chair and board liaison.
- Record notes/minutes and attendance.
- Coordinate the distribution of agenda, minutes, and supporting materials to the chair, board liaison, and to the committee members.
- Maintain the roster of committee members.
- Communicate meeting time/date changes, meeting cancellations, and teleconferencing procedures to committee members.
- Draft and mail correspondence on behalf of the committee.
- Provide member contact information upon request.
- Complete committee tasks and follow up as requested by the committee.

#### Committee's Long and Short Term Goals

The Board of Directors has established the following long term goals for the PENS Nominating Committee:

- Foster and promote leadership within the society.
- Ensure a well-balanced ballot in terms of candidates' practice setting, geographic location, and level of education.
- Ensure the policies governing the elections are current and relevant.

The Nominating Committee has established the following short term goals as strategies for achieving the long term goals in conjunction with the Strategic Plan:

- Promote the leadership opportunities available to PENS members.
- Submit articles for the newsletter to encourage members to run for office.
- Review policies and procedures and bylaws governing elections annually.

#### Ongoing Projects and Programs Overseen by the Committee

The PENS Nominating Committee oversees the following activities:

- Annual Elections
- Submissions regarding leadership opportunities in the PENS *Insider/Reporter*
- Work with Board of Directors on membership retention after nomination duties conclude.

#### Election of Committee Members and Term

- Nominating Committee members are elected by the membership during the annual election.
- Nominating Committee members serve a term of two years, which runs from conference to conference of each year.
- A vacancy on the Committee will be determined based on prior election data and candidate will be appointed by the President.

#### Committee Chair and Term of Appointment

- Per the PENS Bylaws, the Chair of the Nominating Committee is the Immediate Past President. The term is two years. Since the Immediate Past President continues to serve of the Board for the first year, a Board Liaison is not appointed for this committee. For the second year, the President-Elect will serve as the Board Liaison to the committee.
- The Chair will provide verbal reports during each Board meeting/conference call.