



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:

- Oversee the annual elections
- Present a session on leadership at annual conferences which meets the following objectives:
 - Review PENS mission, goals and purpose
 - Gain a shared understanding of basic responsibilities of nonprofit organizations and their leaders
 - Discuss the financial responsibilities of a nonprofit organization
 - Become acquainted with participant colleagues & learn what inspires others to volunteer
- Make recommendations to the board of any suggested change in the elections process.

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's 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.
- Coordinate the planning and presentation of the leadership session held at the annual conference.
- Serve as presenter at the leadership session.

Committee Member's 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 newsletter 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.
 - Prepare materials for the leadership workshop.
 - Serve as a presenter at the leadership workshop held at the annual conference.

Board Liaison's Responsibilities

- Report committee activities and bring committee recommendations to the board.
- Relay board charges and feedback to the committee.
- May moderate meetings in the absence of the chair.

Staff's Responsibilities

- Staff all meetings.
- Moderate meetings in the absence of the chair and board liaison.
- Record 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:

- Promote the leadership opportunities available to PENS members.
- Present a session on leadership at the annual conference.
- 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:

- Leadership Session at Conference
- Annual Elections
- Submissions regarding leadership opportunities in the *PENS Reporter*

Communication between the Board and Committee

The chair of the Nominating Committee submits reports to the board on behalf of the committee twice a year—just prior to the fall board meeting, usually held in September/October, and just prior to the pre-conference board meeting, held at conference. The committee also communicates to the board when it has a proposal or request that requires board approval.

The board communicates with the committee through the board liaison or, in some cases, the president or his/her designee will communicate with the chair of the committee. The president is an ex-officio member of the committee and may participate on committee conference calls. The committee chair may be invited to participate on a board conference call as well.

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.

Appointment of Committee Chair and Term of Appointment

- The candidate who received the most votes shall serve one year as chair-elect and one year as chair.
- In the event that all candidates received the same number of votes, the members of the Nominating Committee will elect a chair-elect from among themselves.

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