



NOMINATING COMMITTEE

Composition

- The Immediate Past President serves as the chair.
- The President and President-Elect are members of the committee, as well as four (4) active members who have not served on the Board of Directors during the past three (3) years and who shall be elected by the membership for two (2) year staggered terms.

Committee Responsibilities

- Secures candidates for all elected positions and presents a slate of qualified candidates to the membership for a vote.
- The committee members shall consider the specific discussions related to nominees to be confidential. Committee members are prohibited from disclosing nominees and candidates to the membership.
- The committee shall conduct its business via meetings, conference calls, mail, fax or e-mail as deemed necessary by the committee chair.
- Copies of all committee action notes, minutes and final correspondence to nominees will be retained at the AAPM office. All such documents or communications are strictly confidential.

Committee Member Responsibilities

- Committee members may recruit potential candidates by calling interested members to encourage interest in leadership.
- Committee members will assist the committee chair by contacting and communicating with potential candidates, a responsibility which includes the following:
 - Place calls to their assigned potential candidates to notify them of their nomination for office; determine potential candidates' interest in running for office; answer questions, and conduct interviews; notify staff of potential candidates' willingness to run for office.
 - Review the policies, procedures, position descriptions, and deadlines for required information with the potential candidates and forward copies as requested.
 - Obtain permission to place potential candidates' names on the ballot for the identified position or another position, if necessary.
 - Participate in the Nominating Committee conference call to select the slate of candidates.