



## Society for Design Administration Nominations Committee Chair Position Description

### Position Description:

The Nominations Committee Chair is the lead person overseeing the Nominations Committee. The Nomination Chair comes under the direction of the Executive Committee (ExCom) and shall in general, oversee the charges and duties of the Nominations Committee. The Nomination Chair presides over the meetings of the committee members and prepares and submits reports according to established guidelines, or as requested by the President and/or ExCom. Nomination Committee Chair is selected from the Past Presidents' Council and serves a one year term.

### What to Expect:

The Nominations Committee Chair position one of leadership, selected from the Past Presidents' Council thirty (30) days prior to the Annual Business Meeting one year in advance of the Annual Business Meeting at which elections will take place. A member of this committee shall have been an active member in good standing through each of the preceding three (3) years and shall have attended at least one (1) convention prior to appointment. The Nominations Committee Chair will direct and implement the vision that ExCom has established through the strategic planning process. The Nominations Committee Chair must manage the members of the Nominations Committee to ensure that projects and tasks are being kept to schedule and implemented on time. The Nominations Committee Chair may be called upon to represent the Society at official functions, which may require travel and time off from an employer<sup>1</sup>. An estimated time commitment of two (2) to four (4) hours per week on monthly commitments and reports, which includes, but is not limited to, Nominations Committee Chair Report, monthly telephone conference call with Nominations Committee members, and Monthly ExCom / National Committee Chairs Conference Call. Expect extra tasks and/or preparations for Leadership Conference and EDSymposium as required. Ability to respond to email in a timely manner is required.

### Time/Financial Expectations:

Event/Task	Time Commitment	Funded by SDA <sup>2</sup>	Not Funded	Anticipated Dates
<b>ExCom/Committee Chairs Strategic Retreat</b>	2 days	Airfare, ½ hotel, meals	N/A	June/August
<b>EDSymposium (with Leadership*)</b>	3 days	N/A	Airfare, hotel, registration	May
<b>ExCom/Committee Chairs Conference Calls</b>	1 hour per month	N/A	N/A	Per schedule
<b>ExCom/Committee Chairs Conference Call Prep</b>	.5 hour per month	N/A	N/A	
<b>Nominations Committee Report</b>	1 hour per month	N/A	N/A	Per schedule
<b>Nominations Committee Conference Call</b>	1 hour per month	N/A	N/A	

<sup>1</sup> Requirements to attend any of SDA's National events will be evaluated and determined by the Executive Committee in a timely manner.

<sup>2</sup> During budget preparations for the upcoming year, the Executive Committee will review and determine the availability of funds to reimburse portions of travel expenses for all National Committee Chair attendance to any National event, if attendance is required. This evaluation will be done on a yearly basis and determined by current prevailing economic conditions at the time of planning.

<b>Event/Task</b>	<b>Time Commitment</b>	<b>Funded by SDA<sup>2</sup></b>	<b>Not Funded</b>	<b>Anticipated Dates</b>
<b>Miscellaneous email correspondence and tasks</b>	1-2 hours per week			
<b>Work on initiatives undertaken</b>	2 hours per week			

\* Leadership is subject to be scheduled as a separate national event during some years, all to be determined by the current Executive Committee and economic conditions.

### **Duties and Responsibilities:**

- ◆ Oversees the Nominations Committee
- ◆ Oversees the development and implementation of goals and objectives for the year which reflect the overall strategic plan and vision of ExCom
- ◆ Submits to National Headquarters for posting and distribution to all members at least six months prior to elections the nomination schedule, procedures and forms
- ◆ Actively seeks, determines eligibility and names at least one (1) candidate for each elective office
- ◆ Submits a report to the Executive Committee / Board of Directors confirming that all candidates have met eligibility requirements – employment verified, dues are paid in full and is a member in good standing
- ◆ Furnishes information to the candidates on the officer's responsibilities
- ◆ Obtains permission of the candidates to place their names on the slate
- ◆ Submits a slate in writing to the Board of Directors thirty (30) days prior to the Annual Meeting
- ◆ Includes a short biography of each candidate
- ◆ Opens nominations from the floor at the Annual Business Meeting
- ◆ Prepares monthly Nominations Committee report, noting all activity / action and status of tasks for that month. Distributes to Headquarters and President Friday prior to scheduled monthly conference call
- ◆ Attends Annual Leadership Conference (if scheduled separately from EDSymposium)
- ◆ Attends annual, presents slate of officers, and introduces candidates for their speeches during the Annual Business Meeting during EDSymposium
- ◆ Attends ExCom / National Committee Chairs Strategic Retreat (if any) (June)
- ◆ Communicates with affiliated organizations as requested/determined by the Executive Committee and/or Executive Director
- ◆ Assesses the need for volunteers to enhance program/service delivery
- ◆ Authors communications relative to the Nominations Committee for BTM and such SDA communications as determined in schedule
- ◆ Works with Headquarters to keep nominations information updated on the SDA National website – headshots of committee members, announcements, etc.
- ◆ Prepares annual wrap-up report for the Nominations Committee

### **Committee Purpose/Responsibilities:**

- ◆ To identify and encourage qualified members to lead the organization

### **Budgets Responsible to Develop:**

- ◆ Nominations Committee to submit proposed budget to ExCom for final approval