

Roles and Responsibilities Nominations Committee

SUMMARY:

Members of the nominations committee will identify candidates for positions on the Board of Directors and other elected committees. Monitor the composition and qualifications of the board and committees to ensure they are representative and responsive to the membership.

TERM OF OFFICE:

Elected by the members for a two-year term. The committee consists of five (5) members. Two members shall be elected in even years, and two shall be elected in odd-numbered years. The immediate past president will preside over this committee as Chair. The term of office shall commence at the adjournment of the INA Membership Assembly when election results are shared with the membership and shall continue for two years or until a successor is elected or appointed. No member of the Board of Directors can serve on the committee.

SPECIFIC RESPONSIBILITIES:

The following responsibilities are in addition to those listed in the INA Bylaws:

1. Request names of members as nominees for statewide elective offices.
2. Verify that candidates for representation to the ANA Membership Assembly are INA/ANA members.
3. Prepare a slate of candidates and have it published to the membership at least 15 days before the ballot is sent out.
4. Ballot to be sent out thirty (30) calendar days before the INA Membership Assembly.
5. Election results are presented at the INA Membership Assembly by the nominating committee chair or designee.
6. Ensure that regions have sent the names of nominees to be incorporated into INA's ballot.
7. Implement the policies and procedures for nominations and elections established by the Board of Directors.
8. Assume other responsibilities for nominations as provided for in these bylaws and in policies and procedures as established by the Board of Directors; and
9. Oversee nominations for INA awards and selection of award winners.

QUALIFICATIONS:

Must be a current INA/ANA member in good standing. Have a current and unrestricted RN license to practice in the State of Iowa. May not concurrently serve as an officer or liaison (or its equivalent) of another organization if such participation might result in a conflict of interest with INA, as determined by the Board of Directors. Must have an understanding of the INA Bylaws, mission, and programs and a working knowledge of the organizational and specific

responsibility for all elected positions. Members of the committee cannot be serving currently in elected positions on the Board of Directors.

TIME COMMITMENT:

The following is an estimate of time spent in fulfilling the duties of this office:

- Attendance at committee meetings which average between 5 and 8 meetings a year (meetings are held by phone/video); meetings are typically an hour long.
- Attendance at the INA Membership Assembly.
- Average 1/2 hour a month reading materials and responding to emails from INA.