Nominations Committee Member Role Description - 2021

Note: The Nominations Committee role description is in the process of being revised. An updated role description will be made available as soon as it is finalized.

I. Overview
A Nominations Committee member shall actively recruit NAPNAP members to run for available positions on the Executive Board or Nominations Committee. The term is two years with the option of one additional two-year term.

II. Time Requirement:

- **August – December**
  - Recruiting candidates via personal networks, communicating with nominees about positions/election, committee meetings, etc. – two to four hours per week
  - Review of candidate packets – four - eight hours total
- **January – April**
  - Assist chair or staff liaison as needed – 1 hour or less per week
- **May – July**
  - No formal duties

III. Primary Functions:

- Recruit candidates based on leads, referrals and professional network, including emails and phone calls with potential candidates regarding the roles and responsibilities for the elected positions.
- Review applicant packages to prepare slate of candidates for board approval and general election by membership.
- Promote leadership and volunteerism among NAPNAP members.