**Purpose Scope Objective:**

The purpose of this document is to provide guidance on the role and responsibilities of the Nominations and Elections Committee for current and future Chapter Executive Committee members.

**Roles and Responsibilities:**

The primary role of the Nominations and Elections Committee is to identify and select qualified candidates to be nominated for potential election to the Executive Committee.

Three of the top key elements to success of this Executive Committee position include:

* + Continually plays down egos, even when engaged in passionate discussions and decisions
	+ Contribute significant voluntary time and effort to make the Chapter successful
	+ Act as a steward of the Chapter’s finances, committing resources with purpose and judgement

**Procedures:**

The Past President will serve as the Chairperson for the Nominations and Elections Committee that is formed each year by the President. This Committee should be formed no later than the first Executive Committee meeting of the calendar year and will consist of members as described in the Chapter Bylaws. The members prescribed by the current Bylaws are:

1. The Committee will consist of at least three members but not more than five members.
2. The most immediate Past President will be chair of the Committee
3. The Chapter President will nominate one member
4. The remainder of the Committee will be selected by the Committee Chair

The Committee members will need to be submitted to Society by January 15 each year.

The Committee will identify Chapter members who the Committee believes are interested in and will perform the function of the positions for which they intend to nominate them. The Committee will inform the Executive Committee of the final candidate slate no later than the March Executive Committee meeting.

The results of the Committee will be posted in the Newsletter, on the Chapter website and announced in the Chapter meeting.

The Past President will write a short letter of appreciation for each member of the Nominations & Elections Committee upon completion of developing a slate of candidates.

**Resources:**

Society Website

Society Staff

The Chapter Bylaws

Current Chapter Roster

The Chapter Newsletter

Nominations & Elections Committee BCOG

**Continuous Improvement:**

This document will be reviewed and updated or marked up annually by the Past President and submitted to the Long Range Planning Chair at the annual Executive Committee transition meeting.