

## ASPS/PSF Nominating Committee Job Description

### Committee Charge

The Nominating Committee is responsible for soliciting, interviewing, and vetting candidates to be considered for election by the membership to the ASPS/PSF Boards of Directors and applicable standing committees. The Nominating Committee also makes recommendations for external appointments to other organizations as directed by the Executive Committee and Board of Directors.

The Nominating Committee ensures candidates for all elected positions review the ASPS Conflict of Interest Policy and complete the COI Disclosure Statement prior to being placed on the ballot. The Committee reviews the principles of the COI policy during the face-to-face interview process, and may seek guidance from the COI Committee in understanding potential conflicts.

### Scope

The Nominating Committee is responsible for identifying, vetting, and interviewing candidates for the following areas and positions:

1. Open positions on the Board of Directors, which includes:
  - a. One ASPS President-elect annually
  - b. One PSF President-elect annually
  - c. One (or more) ASPS Board Vice President position annually
  - d. One (or more) PSF Board Vice President position annually
  - e. One Member-at-Large position annually
  - f. One International Representative to the Board of Directors biennially (every other year)
2. Election to the following Committees:
  - a. Ethics Committee
  - b. Judicial Council
  - c. ASPS Trustees
  - d. Conflict of Interest Committee (Member-at-Large positions only)
3. Appointment to the Audit Committee (2 at large positions) eligible for a maximum 2 consecutive 1-year terms

The Nominating Committee is also responsible for submitting subspecialty society representative appointment recommendations to the ASPS/PSF Board of Directors for approval.

### Roles and Responsibilities

Each member of the Nominating Committee is to be an ASPS Active member in good standing elected by his/her peers or by the ASPS or PSF Board of Directors as outlined in the ASPS and PSF Bylaws.

Once chosen, this role is a significant responsibility noting the Committee vets and decides upon the leadership and future of the organization for several years hence. Active participation is paramount with broad representation from the diverse members of the organization so that all may have a voice in the future of the Society. A member of the Nominating Committee is held to the high standards of confidentiality throughout the process and regarding information learned, must be of highest integrity, have completed a Volunteer Leader Conflict of Interest Disclosure Statement, a Nominating Committee supplemental Conflict of Interest Disclosure Statement, and attestation, and be willing to stand his / her ground on a number of issues.

(cont.)

The Nominating Committee process includes review of applications, review of 360-degree evaluations and letters of recommendation for each candidate and discussion of those on the Committee with historical knowledge, namely the carryover member. These serve as a framework for evaluation of merit followed by either a phone interview or, for a number of roles, face-to-face interviews over a one or two-day period. Utilizing the information obtained not only from the application but also, importantly, from the interview, the Nominating Committee's charge is to proceed with an unbiased assessment of the candidates and decide upon those candidates they feel would most effectively and best serve the Society's membership for each role while representing the ASPS, its goals and standards to the best of their ability.

If members of the Nominating Committee have conflicts of interest with specific candidates whom they are interviewing for open positions, they must declare these conflicts and must recuse themselves from this portion of the discussion. Nominating Committee members must also disclose to the co-chairs the nature of any inappropriate solicitation by a candidate for a position under the Committee's purview.

Service on the Nominating Committee is a significant commitment of time over a three to four-month period. It requires those elected to participate actively in all proceedings and deliberations of the Committee. The Nominating Committee will conduct three to six conference calls during this timeframe. Additionally, one or two face-to-face meetings will be held. Generally, all occur during the December to May time frame.

*Once a member agrees to serve on the Nominating Committee, the member CANNOT resign from the Committee to be considered as a candidate for any elected position in the subsequent Leadership year.*