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. When sufficient lead time permits, the Nominating Committee provides recommendations to the Executive Committee or ASPS/PSF Boards of Directors for Society and Foundation nominations to outside organizations.

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 include:
   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 voting 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. The PSF Board of Directors may also elect a current or past Public Board member who does not have voting rights.

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. Members of the Nominating Committee are held to high standards of confidentiality throughout the process and must be of the highest integrity, must be willing to stand his / her ground on potentially controversial decisions, and must have completed a conflict of interest disclosure statement, a supplemental conflict of interest disclosure statement, and attestation.

The Nominating Committee process includes review of applications, 360-degree evaluations (officer candidates only) and letters of recommendation for each candidate among other critical elements described in the Nominating Committee Standard Operating Procedures. 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. Utilizing the information obtained not only from the candidate packet 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.

If members of the Nominating Committee have conflicts of interest with specific candidates whom they are interviewing, they must declare these conflicts. Recusals are dependent on the degree of conflict and the phase, which determine whether they may participate in the interview, the discussion, and vote. 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 6-8 month period. It requires those elected to participate actively in all proceedings and deliberations of the Committee. The Nominating Committee will conduct 3-6 conference calls during this timeframe. Additionally, 1-2 face-to-face meetings will be held.

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