

Nominating Committee Position Description

Overview:

The Nominating Committee plays an integral role in leadership succession with the responsibility to submit a qualified list of candidates for election. Members of the Nominating Committee must possess leadership skills that support ADHA's mission and purpose and these are outlined in the ADHA [Leadership Skill Sets](#) document. Members of the nominating committee demonstrate diplomacy and have the ability to think strategically as they identify readiness and qualifications for those indicating interest in serving ADHA as elected leaders. Each member of the committee must fully understand all roles and responsibilities of elected leaders. Members of the Nominating Committee demonstrate integrity, are organized, possess strong communication skills, can work within a team, and are able to commit the time to fulfill responsibilities by participating in all Nominating Committee meetings and thoroughly reviewing all pertinent materials. In addition, Nominating Committee members should:

- Embrace and manage change
- Empower and inspire others
- Be results oriented
- Foster an atmosphere of teamwork, creativity, collaboration and inclusivity among peers with different needs and interests
- Maintain objectivity
- Think strategically
- Possess strong networking and relationship building skills
- Respect diversity and promote inclusiveness
- Mentor and motivate others
- Be prepared to meet minimally once a month during ADHA's business hours

Nominating Committee Responsibilities:

- The Nominating Committee shall evaluate the qualifications and readiness of:
 - those candidates seeking to be slated as future elected leaders of the Association
 - when needed, candidates to fill vacancies and other positions as the Board of Trustees may determine.
- The Nominating Committee shall submit to the Board of Trustees and to the House of Delegates, a list of qualified and ready candidates for election by the House of Delegates to succeed those elected national officers whose terms are expiring.
- Members of the Nominating Committee are not eligible to be nominated for elected office.