



JOB DESCRIPTION FOR THE AFP NOMINATING COMMITTEE

July 2019

The Nominating Committee determines the people selected for the board of directors, who will influence every key decision the organization makes in the years ahead. To select the appropriate people for the board of directors, the Committee members must know what skills, capabilities and diverse representation the board needs. Therefore, the Committee should be comprised of AFP members familiar with the organization.

- The Nominating Committee consists of 18 members: the immediate past chair of the Association, who serves as chair; the current chair of the Association; the chair-elect; twelve members, one from each member district elected by the chapter presidents from that district, plus an equal number of alternates (one from each district) who shall serve if any member of the committee resigns; and two members appointed by the chair of the Association. The president and CEO is ex-officio as a nonvoting member.
- The AFP Nominating Committee is a standing committee of AFP. It works closely with the AFP Governance Committee, with the primary purpose of identifying and cultivating future leaders for the association. In addition, the committee is responsible for annual performance evaluation of the AFP Board of Directors. To ensure that the Nominating Committee receives any governance information pertinent to its work, the Chair of the Nominating Committee also serves on the AFP Governance Committee as an ex-officio member.
- The Nominating Committee nominates officers and members of the board of directors. Nominating Committee members are strongly encouraged to put forward a candidate interested in serving on the Board after rolling off the Committee.
- The Nominating Committee announces a slate of nominees to the full membership prior to the established date of the fall board meeting, at which time the ratification occurs.
- Members serve on the Nominating Committee for two years (maximum of a two-year term); the term of office commences January 1. Alternates serve for a two-year term.
- The Committee convenes as necessary and no fewer than two times per year. (The Association will reimburse committee members for the July face-to-face meeting.)
- Members of the Committee, exclusive of the Committee chair, chair of the Association and the chair-elect, may not be considered as nominees for any officer position or director position under discussion by that committee.