

NOMINATING COMMITTEE

I. COMPOSITION

- a. The Nominating Committee shall consist of three (3) members.
- b. Term of office will be three (3) years.
- c. One new member shall be elected each year.
- d. If a term is vacant, the Board of Directors will appoint an individual to complete the term of office.
- e. The senior member of the committee shall serve as chair, unless otherwise designated by the Board of Directors.
- f. The Board liaison is the Secretary.

II. DUTIES AND RESPONSIBILITIES

- a. The Nominating Committee, together with the Member and Public Relations Committee, strives to increase membership, foster early involvement within the Academy, and maintain a pool of qualified individuals willing to serve the Academy within both elected and non-elected capacities in accordance with the mission of the Academy.
- b. Through innovative means of personal contact and networks, the Nominating Committee identifies members who are willing to serve in elected & non-elected positions within the Academy and its SIGs.
- c. From within this membership pool, the Nominating Committee works to fill elected positions with qualified personnel, while identifying, mentoring, and developing leaders for the future.
- d. Year 1 and Year 2 Academy Nominating Committee members responsibilities:
 - ii. Identifies members willing to serve the Academy for a three-year term
 - iii. Identifies/contacts potential Academy candidates, determines willingness/eligibility for election,
 - iv. Follows up with members interested in running for Academy open positions
 - v. Facilitates member involvement in the Academy/SIG activities in conjunction with Member and Public Relations Committee and the 'Get Connected' program
 - vi. Facilitates development of the Academy and SIG election slates, in a coordinated effort between Academy & SIG Nominating Committees (SIG NC)
 - vii. Liaisons between the Academy Nominating Committee and a designated SIG NC, establishes and maintains communication with the SIG NC chair throughout the year.
 - viii. Maintains formal (conference call) & informal (voice/email) communication with their assigned SIG NC chair regarding progress at the SIG level, at least quarterly

- ix. Funnels any potential SIG candidates to the appropriate SIG NC Chair
- x. Provides report to Nominating Committee Academy Chair following meeting(s)
- xi. Partners with the Executive Office on the election process and timeline.
- xii. Attends CSM and appropriate Academy meetings, and serves in Academy booth service at meetings, if possible
- xiii. Participates in Nominating Committee conference calls, as requested
- xiv. Becomes familiar with all Nominating Committee procedures
- xv. Actively participates in Academy leadership and development
- xvi. Year 2 member will mentor and support year 1 member
- xvii. Contacts SIG chairs and SIG NC chairs to inform them of election results
- xviii. Partners with Committee to communicate the election results to those on the ballot. Approved template letter language will be used to send election results emails

III. NOMINATING COMMITTEE CHAIR (year 3)

- a. Serves as liaison to the Academy Board of Directors and Membership and Public Relations Committee.
- b. Communicates with the Secretary as necessary and/or required, regarding committee activities and progress towards goals.
- c. Attends (or sends prepared alternate to) CSM and all pertinent Board of Directors, Nominating Committee, and Member and Public Relations Committee meetings.
- d. Schedules, arranges (location, time, agenda) conducts, and records all minutes of all Nominating Committee meetings including monthly conference calls and meeting at CSM.
- e. Presents the slate at CSM ANPT business meeting and requests nominations from the floor.
- f. Partners with the Executive Office to conduct elections by electronic ballot.
- g. Leads the Nominating Committee to communicate the election results to those on the ballot. Approved template letter language will be used to send election results emails.
- h. Submits Leadership Progress reports to the Executive Office per Executive Director's call for reports in December and June of each year. This will include activities and objectives accomplished and strategic goals for the following year.
- i. Partners with the Executive Office on communicating election results to JNPT and the ANPT newsletter.

IV. FINANCIAL

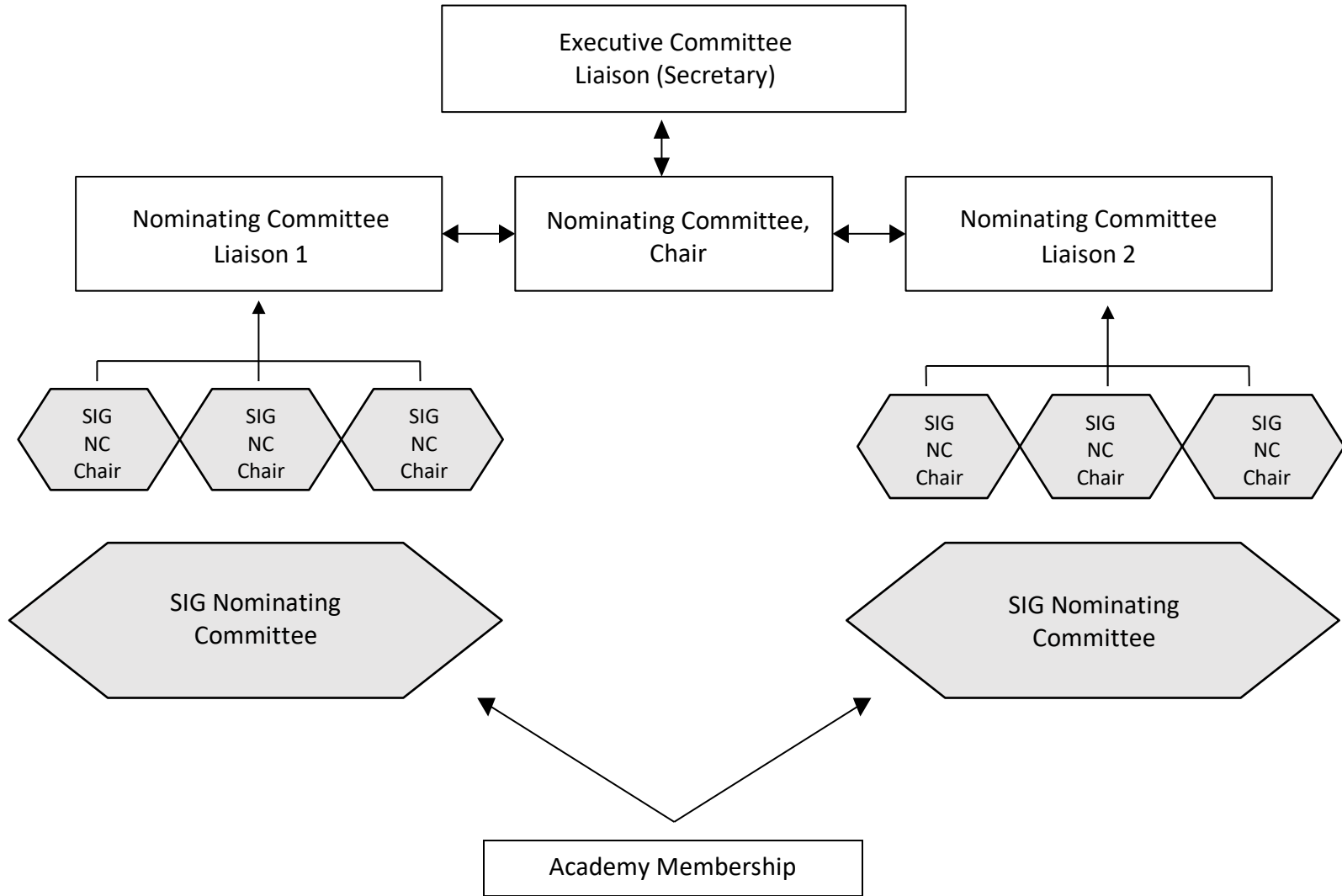
- a. Submits expense reimbursement request to Executive Director within ninety (90) days of expenditure per the reimbursement and honoraria policy and approved

- budget.
- b. Maintains account of expenses incurred during the duties of this committee. The Nominating Committee members will be reimbursed in accordance with the Academy's Honoraria and Reimbursement Policy.
 - c. Responsible for drafting and submitting for approval any budget line items associated with the committee and its work. Responsible for following the approved planned budget expenses throughout the budget year. An annual budget for expenditures associated with this office will be prepared as part of the budget process.

V. ORIENTATION OF SUCCESSOR

- a. The Nominating Committee Chair and Board Secretary provide for smooth transition by acquainting the newly matriculated Chair with pertinent information, materials, and procedures. This should occur within 6 weeks of election.
- b. Committee chairs (incoming/outgoing) should meet for orientation items including, but not limited to:
 - i. mission/vision/goals as appropriate
 - ii. job duties
 - iii. timelines
 - iv. current initiatives
 - v. current challenges
 - vi. role as mentor to others, including newly appointed members
- c. Committee Chair should be contacted by Board liaison to formalize relationship, answer questions, establish communication schedule/mechanism (by end of August). In order to preserve institutional memory, the outgoing Chair should contact the incoming Chair every 2 months as needed in the 6 months following their appointment.

LINES OF SERVICE & COMMUNICATION



VI. SAMPLE CONGRATULATIONS LETTER

Dear :

On behalf of the Academy of Neurologic Physical Therapy, I am pleased to share that you have been elected to the position of (insert). Congratulations!

Your Academy role officially begins July 1, 2020.

What is next: To allow for a smooth transition and preparation for your role, the outgoing (insert) will provide an orientation with you. This should serve to share pertinent information, materials and procedures relevant to the position. Additionally, the Academy will plan an online orientation meeting to learn about the organization, board of directors, staff and other helpful topics. Please watch for this near the end of July/early August time period. In the meantime, if you have questions please email the info@neuropt.org and an ANPT staff person will get back to you.

The Academy is a member-driven organization and we thank you for committing your time and talents. We value your membership and support and hope you find your work meaningful and rewarding!

Sincerely,

(insert)

ANPT Nominating Committee Chair

VII. SAMPLE REGRET LETTER

Dear :

On behalf of the Academy of Neurologic Physical Therapy, I want to thank you for your interest in the office of (insert). We were fortunate to have more than one candidate running for this position in the Academy. I regret to inform you that you were not elected.

Although you were not elected to the office, we do value your participation in the Academy. I invite you to consider other ways you can serve the Academy that are in line with your interests. Check out the volunteer sign up form on the Academy webpage at <http://www.neuropt.org/members/volunteer-sign-up-form> to see if there is an area in which you would like to be involved, or please consider running for an office next year.

Again, thank you for your time throughout the nomination process and your willingness to give your time for the benefit of the Academy. I look forward to your continued participation in the Academy. You can always contact the Academy's executive office at info@neuropt.org if you have suggestions for an Academy activity or if you have any questions.

Sincerely,

(insert)

ANPT Nominating Committee Chair

OFFICERS 3-YEAR TERMS