



APHON Quick Fact Sheet for Elected Positions: Nominating Committee

Purpose/Time Commitment	Responsibilities	Qualifications
<p><u>Purpose:</u> Selects election slate for board of directors and manages election</p> <p><u>Length of term:</u> 3 years</p> <p><u>Hours per week:</u> 1-4 hours per week during the 6 months before election</p> <p><u>Meetings per year</u></p> <ul style="list-style-type: none"> • 1 meeting at annual conference • Multiple conference calls throughout year 	<ul style="list-style-type: none"> • Follows procedural steps of nomination process as found in policy/procedure manual • Develops election slate • Follows procedures for counting of ballots and reporting results • Develops and/or evaluates a slating tool to fairly evaluate candidates in selecting nominees for ballots 	<ul style="list-style-type: none"> • Continuous member of national APHON for last 2 years • Demonstrated leadership experience within national APHON, local APHON chapter, the former CCPON, ONCC, or other nationally recognized nursing organization – may include board member, committee chair, project leader, local chapter president or officer • History of consistent meeting attendance and successful work outcomes at meetings applicable to previous nursing leadership role • Recommendation from APHON member in leadership position that candidate has reported to (if no prior APHON leadership experience, may substitute recommendation from leader of other nationally recognized nursing organization that candidate has reported to) • Strong collaboration/relationship building skills