

Charter: Nominating Committee

1. Purpose

- a. The Nominating Committee (Nom Com) shall vet the following: potential board members, committee members, and new state organization members.
- b. The Nominating Committee shall present a slate of nominees for the Board of Directors to the Council.

2. Composition

- a. Nominating Committee members may serve on the Committee for two year terms with a maximum of two consecutive terms, subject to approval by the Council.
- b. Appointment is based on individual skill and current needs of the committee.
- c. The Nominating Committee shall consist of a minimum of four (5) and a maximum of seven (7) members.
- d. The Board of Directors shall appoint the chair of the Nominating Committee.
- e. Immediate Past Chair (IPC) as an ex-officio committee member.
- f. Members of the Nominating Committee shall not be eligible to be elected as a Director or Officer during any election cycle in which they are serving on the Nominating Committee.
- g. A board liaison shall be designated if the IPV is not serving as such.

3. Committee Members

- a. Preferred Experience (current or previous)
 - i. Board or Committee Member at the state level.
 - ii. Delegate for a CSA/ASA member state association.
 - iii. Active engagement in the profession.
- b. Desirable Skills, Knowledge, and Abilities (SKAs)
 - i. Organized and detail oriented.
 - ii. Effective communicator through writing and speaking.
 - iii. Competent using Google Docs and word processing software.
- c. Professional and Personal Attributes
 - i. Work in a collaborative setting to accomplish the goals of the ASA.
 - ii. Personal and professional integrity.



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d. Responsibilities

- i. Work collaboratively with the ASA leadership to nominate and vet potential candidates.
- ii. Interface directly with the Council and receive input surrounding nominating matters.
- iii. Vet committee applicants and work with the board and committee chairs to fill committees with qualified candidates.
- iv. Act as a consultative resource to the ASA on potential new member states, representatives, committee members and board members.
- v. Develop, maintain, and update nomination-related documents as needed.
- vi. Add/remove google group members as directed by the state member organizations and/or the BOD (Chair of Nom Com holds this role).
- vii. Prepare reports and make recommendations to the board on new and evolving Nom Com matters (Chair of Nom Com holds this role).
- viii. Commit to 1-5 hours per month to work on committee initiatives.

4. Meetings

- a. Meet monthly via phone, zoom, or as designated.
- b. Minutes will be documented for each meeting and submitted to the BOD.

5. Order of Operations

- a. Questions or concerns amongst Nom Com members will be brought to the chair of the Nom Com.
- b. Matters requiring the Board's attention shall be brought to the Board Liaison by the Nominating Committee Chair.
- c. If the Nominating Committee Chair is the person of concern, a Nominating Committee member may bring said concern to the Board Liaison or ASA Chair.

6. Current Positions

- a. Chair
 - i. Alexandria Russell
- b. Immediate Past Chair/Board Liaison
 - i. TBD



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c. Members

- i. Sarah Hart
- ii. BJ Putnam
- iii. Ruth Lehman
- iv. Matt Maneggia
- v. Vacant

7. 2023 Year Goals

1. Create ASA Representative Orientation
2. Review and recommend committee applicants to fill current open committee positions -
3. Continued work on finding and vetting potential board candidates
4. Support development of Ombudsman bylaws