 Nominating Committee *Member Position Description*

Title: ACTE Nominating Committee Member

Duration: One two-year term; eligible for up to two terms total

Work Location: Committee members conduct their work remotely by communicating via email and conference call. The Nominating Committee does not meet in person at ACTE’s CareerTech VISION.

Impact of Work:The committee is responsible for the implementation of the nomination and election process for the governance year. The committee is to abide by the bylaws and approved Policy and Procedures Manual in fulfilling its objectives. The committee is to present at least two candidates for president-elect and ensure all Region and Division vice president candidates meet the required criteria. The entire slate is to be presented to the Assembly of Delegates at ACTE's CareerTech VISION. For more information on the committee mission and objectives, view the Committee Charter.

Commitment: Serving on this committee requires a moderate time commitment (estimated at 7+ hours through the year). *See the committee* [*workflow calendar*](#workflow) *for details.*

### Roles and Responsibilities:

*As a Committee Member:*

* Read and respond to committee emails
* Review any materials provided in advance of calls/meetings
* Participate in scheduled conference calls and meetings, if available. If not available, provide input as necessary via email
* Maintain confidentiality regarding committee discussion and potential candidates
* Familiarize oneself with the ACTE nominating and election process

*As a Region/Division Nominating Committee Chair:*

* Some Regions/Divisions’ nominating committee member at the National level also serves as their respective nominating committee chair. Please contact your Region/Division Vice President to clarify if your service on the national committee includes this additional responsibility. If so, you will be responsible for reviewing and interviewing the Vice President candidates for your Region/Division (estimated time commitment at 10 hours).

Qualifications: All committee members must be members of ACTE national and be members of the respective Region/Division they are selected to represent. They must be able to meet the time commitment required to serve on the committee. It is recommended that members of this committee have knowledge of ACTE's organizational structure. No member of the committee shall be a candidate for election.

Training/Orientation:There is no training provided, but committee members can consult the Committee Handbook for more information [here](https://www.acteonline.org/uploadedFiles/Assets_and_Documents/Global/files/ACTE_Leadership/2014%20Committee%20Task%20Force%20Handbook%207_29_14.docx).

Supervisor and Contact Information: All committee members report to the Chair. They will receive information throughout the year from the Chair and staff liaison. Contact for both can be found [here](http://www.acteonline.org/general.aspx?id=1623#.U_ynqcVdWSo).

*Tentative Workflow Calendar*

**June:**

* Preparation call to discuss the process for the nominating committee and interviews *[1 hour]*
* Review of campaign rules and other background materials *[1 hour]*

**July:**

* Review of candidate materials *[1 hour]*
* President-elect interviews *[2 hours]*

**August:**

* Review and approval of final President-elect slate via email *[1 hour]*
* Additional call may be needed if additional issues need to be discussed *[1 hour]*