

## **AAWGT LEADERSHIP DEVELOPMENT and NOMINATING COMMITTEE CHARTER**

**December 2017**

### **PURPOSE**

The Leadership Development and Nominating Committee (“LDN”) is responsible for managing a fair, inclusive and comprehensive process for electing AAWGT Officers, Committee Chairs and Assistant Chairs, ensuring that the most qualified candidates are presented to the Members. Annually, the Committee shall nominate a slate of Officers and Committee Chairs and Assistant Chairs. In addition, the Committee will facilitate the participation of existing and new Members in AAWGT committees and in assuming leadership roles by supporting their development through orientations, training and other events.

### **RESPONSIBILITIES**

The Leadership Development and Nominating Committee will:

1. Provide a range of opportunities through which AAWGT members may develop leadership skills especially by engaging them in committee work that fosters such development.
2. Develop and administer an objective, comprehensive, inclusive, and transparent process for nominating and electing Officers and Committee Chairs for AAWGT.
3. Ensure that well qualified candidates are presented to AAWGT members.

### **TASKS**

1. Annually review this Charter and work with the Governance Committee to revise as needed.
2. When Committee leadership changes, outgoing Chair shall convey this Charter to the new committee Chair and ensure an understanding of its importance as a roadmap for the Committee’s work.
3. Ensure an active Committee by continually recruiting members from the broader Membership.
4. As needed, review job descriptions of Officers and Charters of AAWGT Committees with prospective candidates for leadership positions. Obtain Conflict of Interest Disclosure Forms from all final candidates for positions prior to placement on the slate.
5. Prepare a slate of nominees for Officers and Chairs and Assistant Chairs of standing committees according to the Guidelines and Timeline contained in this charter.
6. Work with standing committee chairs and organizational leadership to identify specific committee needs for members.
7. Assist in the filling of vacancies in Steering Committee positions, according to Article VIII, Section 6 b and c of the Bylaws.
8. Assist in the selection of member sponsorships, according to Article V, Section 5j of the Bylaws.
9. Plan and facilitate the March Women and Leadership Education meeting.
10. Attend the New Members’ Receptions.
11. Plan and facilitate an activity to educate members about the work of committees during the Spring Voting meeting.
12. Communicate regularly with the President and Vice President on committee issues and apprise them in advance of topics that warrant discussion at SC meetings and/or significantly change Committee operations.

13. Coordinate with other committees to ensure committee needs and priorities are accomplished.

## **PROCEDURES**

1. The committee is headed by a Chair and an Assistant Chair and maintains at least five voting members, one of whom is the current Vice President. The current President serves as a non-voting advisor. Committee members shall serve no more than three consecutive years, except that the Chair may be a member who is serving a fourth consecutive year as a LDN Committee member.
2. Committee members shall become familiar with the AAWGT Bylaws with special emphasis on Articles VI, VII, and VIII relating to committees.
3. A quorum is a majority of the members of the committee. Decisions by the committee shall be made by majority vote of the members present and voting when a quorum is present. At the discretion of the Chair, voting may take place electronically.
4. The Chair, with the advice of the Assistant Chair and committee members, as appropriate, shall:
  - a. Call regular committee meetings and special meetings as needed and advise members of the time and place of these meetings as early as possible.
  - b. Prepare meeting agendas and distribute them to members prior to the meeting.
  - c. Ensure that minutes are kept and distributed to member within two weeks of each meeting.
  - d. Except for routine reports, provide details of any pertinent issues or problems relevant to the committee to the AAWGT President at least one week prior to each Steering committee and general AAWGT membership meeting.
  - e. Establish by January 31 of each year the committee's timeline of major activities for the coming year.
  - f. Provide by November 30 of each year a budget proposal to the Treasurer to be incorporated into the annual AAWGT budget.
  - g. Confer with current Officers and leadership of standing committees to identify and recruit candidates for nomination.
5. The committee shall refer all media inquiries and notices to be provided to AAWGT membership to the AAWGT President and to the Marketing and Communications Committee.
6. In case of a conflict between this Charter and the Bylaws, the Bylaws control.

## **POLICIES**

The LDN Committee's slate of Officer candidates and candidates for Committee Chairs and Assistant Chairs shall consist of at least one person for each office or committee position. The slate will be sent out to all Members at least 48 hours prior to a General Meeting in the last quarter of the year. The slate will be presented at this General Meeting, at which time nominations may be made from the floor, provided the consent of the nominee has been obtained. Following this, the nominations will be closed. The slate of Officer candidates shall include at least two candidates who are current Officers or Committee Chairs or who have previously served as Officers or Committee Chairs.

The election of Officers and the approval of Committee Chairs and Assistant Chairs shall be accomplished by either: (a) a vote of the membership at the next General Meeting; or (b) a vote by at

least twenty percent (20%) of the membership by email or other electronic voting method, fax, or regular mail as determined by the Governance Committee and the Steering Committee.

Officers and Committee Chairs and Assistant Chairs newly elected will assume their duties as of January 1 of the immediately following calendar year.

Addressing vacancies that occur on the Officer or Committee Chair or Assistant Chair roster:

1. In the event that the President cannot fulfill the term of office, the Vice President/President Elect shall become President.
2. Should a vacancy occur in another Officer position or in a Committee Chair or Assistant Chair position, that position may be filled for the unexpired term by a person selected by the LDN Committee Chair and Assistant Chair and the current Officers and presented to the Members at the next monthly General Meeting, and approved or not approved at the following General Meeting of the Members; and
3. In the event an Officer or Committee Chair or Assistant Chair position has either never been filled or is vacated, and there is an immediate need for such position to be filled, the position may be filled by a person selected by the LDN Committee Chair and Assistant Chair and current Officers to act on an interim basis until the approval of the Members can be obtained.

#### Nomination Guidelines

1. Candidates for Officers, Chairs and Assistant Chairs may be suggested at any time.
2. All current Officers and Committee Chairs/Asst. Chairs will be asked to submit names of candidates for the upcoming slate.
3. Names and background information on all potential candidates should be submitted to the LDN Committee.
4. To assure an open and transparent process, all AAWGT members should be informed of the nomination guidelines and timeline, and be encouraged to volunteer for open positions.
5. All Committee Chairs, Asst. Chairs, LDN Committee members and general membership may and should conduct conversations with prospective candidates to gauge their interest in a leadership role and convey names of those interested to LDN.
6. No candidate will be formally considered for nomination before approval by and invitation of the LDN Committee.
7. Once the candidate agrees to nomination and completes a satisfactory Conflict of Interest Disclosure Statement, she will be added to the proposed slate.

The LDN Committee will develop the final proposed slate consisting of a single candidate for each position.

#### **TIMELINE**

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| Jan-Feb     | LDN Committee reviews nomination guidelines with the Steering Committee.  |
| Feb - March | Coordinate all aspects of AAWGT'S annual Women & Leadership Meeting <ol style="list-style-type: none"><li>a) Develop and implement programming, program timeline, speakers if any.</li><li>b) Work with Events coordinator on meeting staging.</li><li>c) Write copy for meeting announcement (for Wild Apricot) and send to web events manager and President/Vice President one month prior to meeting noting who should receive the announcement (members only, entire contact list, or specific committees), location of event, parking, and availability of refreshments.</li></ol> |

- d) Provide event information (topic, key questions, presenter bios, date/time/location, etc.) to Marketing & Communications committee for program flyer and event promotion
- e) Write short article (4 or 5 paragraphs) recapping meeting highlights and send to newsletter and website contacts within 1 week of meeting.

Mar – June-	<p>LDN Committee members meet with all current Officers, Chairs/Asst. Chairs of committees to review nomination guidelines and discuss ideas for nomination.</p> <p>Recruitment priorities (i.e. areas where special effort is required) are identified.</p> <p>Candidates for Officers, Chairs/Asst. Chairs and others self-identify and/or make nomination recommendations to LDN. When a candidate self-identifies, it is important to conduct a follow-up conversation with that individual as soon as possible.</p>
May	Work with Membership to plan and facilitate an activity to educate members about the work of committees during Spring Voting meeting.
July	LDN investigates options and develops a draft slate, being sure that all nominees on the slate have submitted their Conflict of Interest Disclosure Statement.
Aug	Nominees for each position are selected by the LDN Committee, and then contacted by an LDN Committee member to confirm their nominations and inclusion on slate.
Sept-Oct	Additional recruitment of candidates as needed.
Nov	Presentation of slate to AAWGT membership (By-Laws permit this to occur in the third quarter).
Dec	Election of Officers and Committee Chairs and Asst. Chairs (By-Laws permit this to occur in the third quarter).

### **POSITION REQUIREMENTS**

The Committee is headed by a Chair and an Assistant Chair and maintains at least five voting members, one of whom is the current Vice President. The current President serves as a non-voting advisor. Committee members shall serve no more than three consecutive years, except that the Chair may be a member who is serving a fourth consecutive year as a Leadership Development Committee member.

1. Time commitments of Chair and Assistant Chair vary based on timeline of responsibilities but would typically average 5-10 hours per month, including attendance at monthly Steering Committee meetings.
2. Time commitment for committee members also varies by responsibility, but would typically average 5-10 hours per month.
3. Prior service in an AAWGT leadership role and/or 3+ years of membership in AAWGT is desirable for membership on the LDN Committee.