

Job Description: Nominating Committee Chair and Member

- A. ELECTED OR APPOINTED:** Elected
- B. DURATION OF POSITION:** Two years
- C. TERM OF POSITION:** Coincides with the Academy fiscal year (June 1 through May 31)
- D. LINE OF COMMUNICATION:** Nominating Committee Chair and Executive Committee
- E. TIME COMMITMENT:** 2-4 hours per week from June through January
- F. MEETINGS AND TRAVEL:** Weekly or bi-weekly Nominating Committee conference calls and phone interviews with candidates.
- H. OVERVIEW OF POSITION:** Nominating committee is responsible for the SCAN election and awards processes.

I. GENERAL RESPONSIBILITIES:

1. The Nominating Committee responsibilities include developing the slate of candidates for SCAN's elected positions: Chair-Elect, Secretary, Treasurer and Nominating Committee, as needed.
2. The Nominating Committee manages all aspects of identifying SCAN member recipients of its three primary Awards: SCAN Achievement Award, SCAN Excellence in Practice Award and SCAN Student Award.
3. The Nominating Committee works together to review and update as needed the criteria and processes for dissemination of the SCAN awards and works to maintain an active list of potential SCAN election candidates.
4. The activities of the Nominating Committee are directed by the Nominating Committee Chair. The Nominating Committee Chair is the Committee member who received the most votes upon initial election, and assumes the role of Committee Chair in their second year in office. See DETAILED RESPONSIBILITIES in Item L.
5. The SCAN Past Chair reports to the SCAN Chair and Executive Committee on the state of the Nominating Committee's work. See DETAILED RESPONSIBILITIES in Item L.

J. COMMUNICATIONS:

1. Maintains ongoing communication with the Nominating Committee, SCAN Executive Committee, SCAN's Executive Director, and as needed the Academy of Nutrition and Dietetics via SCANs DPG Manager.
2. Deliver the ballot to the Executive Committee for review by October 1, and to the Academy for review and approval by November 1.

K. QUALIFICATIONS:

1. Member of Academy in the Active classification and current registration through the Commission on Dietetic Registration. Active member of SCAN for five or more years.
2. Successful completion of one or more prior SCAN leadership positions, including committee chair, Director on the Executive Committee, or an elected SCAN position, preferably within the past five years.
3. May not simultaneously hold an elected position in another DPG/ MIG or hold an elected Academy office. May hold an elected or appointed position in an affiliate or a district association, or an appointed position in another DPG/MIG or on an Academy committee.
4. May not serve more than one consecutive term in the same office, unless approved by vote of the Executive Committee.
5. Hold office until the end of the fiscal year.
6. Demonstrated skills including:
 - a. Excellent written and verbal communication skills.
 - b. Good management and people skills.
7. Ability to use and willingness to learn new digital information sharing platforms as needed, including but not limited to email, Dropbox, Google Drive, audio and web conferencing, etc.
8. Reasonable certainty of time available for SCAN duties (approximately 2-4 hours/week), willingness of employer and family to support performance of duties.

L. DETAILED RESPONSIBILITIES

The Election Process

Go to <http://www.eatright.org/Members/content.aspx?id=8877> (must be signed in as a member) for information and timelines regarding elections, including:

- DPG/MIG Elections Webinar Recording, most recent year (approximately 30 minutes in length)
- Candidate Submission Form
- Elections Timeline (most recent year)
- DPG/MIG Elections: Academy Policy O-12
- Announcement Regarding Prepared Ballot/Petitions (Sample e-mail designed to be sent via DPG/MIG broadcast e-mail or electronic mailing list)
- Additional Tips

Review beforehand and use the above information to begin the process with the Committee. Consider using a candidate scoring form. Also, attend the current year's webinar regarding the election process and timelines. Look for the date in the DPG/MIG Administrative Bulletin. This is a live webinar and it allows you to ask questions. You can also ask the DPG/ MIG Relations Manager for help at any time.

1. Call for submission of candidates for elected offices (July or early August) and prepare the official ballot annually which may be a contested ballot, a single slate ballot, or a combination of the two, for the following positions:
 - a. Chair-elect, up to three candidates
 - b. Secretary, in alternating years, up to three candidates
 - c. Treasurer, in alternating years, up to three candidates
 - d. Each vacancy (2) on the Nominating Committee, up to four candidates
 - e. SCAN delegate to the Academy House of Delegates for a three-year term, beginning in 2018-19, the first term beginning June 1, 2018 – May 31, 2021.
2. Submit the slate of candidates to the DPG/MIG Relations Manager for review and approval (Academy provides this date).

Note that for each uncontested (single slate) office, the Nominating Committee's approval of the uncontested candidate in effect makes this individual the elected official, without approval of the Executive Committee, pending the results of the petition process. However, the Nominating Committee is required, according to SCAN's Guiding Principles, to present its slate of candidates to the Executive for review prior to submission to the Academy. If no additional candidates are nominated through the petition process, the candidate selected by the Committee is elected.

3. Coordinate with Executive Director to disseminate the slate of candidates (after approval and prior to the voting process) to the SCAN members, along with the announcement and description of the petition process to nominate additional candidates (usually in November; see Academy timeline for current year).
4. Promote member participation in the election of SCAN officials via electronic ballot during the Academy election period. (Election period is usually the month of February; see Academy timeline).
5. In the event of a tie vote, the election will be determined by lot (i.e., by random selection).

The Awards Process

See process and criteria for each award at www.scandpg.org, member section, under Documents.

Solicit nominees for the four SCAN awards listed below (begin no later than September), and **present the most qualified to the SCAN Executive Committee for approval as the recipients for the year (at the December or January EC meeting).**

The four SCAN awards are:

- a. SCAN Excellence in Practice Award – given annually
- b. SCAN Achievement Award – given annually
- c. SCAN Student Award – given annually
- d. SCAN Distinguished Scholar Award – given as warranted and with EC-approved funding
- e. SCAN Distinguished Ambassador Award – given as warranted and with EC-approved funding

Other Committee Business:

The Nominating committee is also charged with the updating of forms and communications related to committee work, updating the log of potential SCAN Candidates and assisting the SCAN Executive Director in work relating to the Nominating Committee.

Documents that need yearly evaluation include:

- Nominating Committee Job Description
- SCAN Award nomination process and nomination forms
- E-blasts relating to SCAN Awards and National as well as SCAN election candidates