



NOMINATING COMMITTEE

PURPOSE: Provide a slate of officers as directed by the DNA bylaws and present the slate to the Board of Directors at the spring meeting.

COMMITTEE MAKEUP

- 1 Committee Chair.
- 4 Committee Members.

DUTIES and RESPONSIBILITIES OF COMMITTEE MEMBERS

1. Attend Annual Convention as newly elected member, active member, and outgoing member to network with and recruit potential nominees, if possible. The DNA membership booth can be utilized for this purpose.
2. Select one second year member to serve as Incoming Chair, who will move into the Chair role the following year at the annual convention.
3. Advise candidates on role descriptions of the office they seek prior to their commitment to serve.
4. Evaluate and select candidates objectively through the use of the willingness to serve form and the candidate assessment tool.
5. Review all related Nominating Committee policies and procedures annually and propose any changes to the Board of Directors.

DUTIES AND RESPONSIBILITIES OF CHAIR

1. Serve as liaison between Nominating Committee, Board of Directors, and national office.
2. Direct correspondence between the national office and candidates.
3. Coordinate the review of candidates' credentials through use of the *Intent to Serve Form*, and candidate assessment tools, as per DNA bylaws.
4. Prepare and present a final slate of candidates for the Spring Board meeting.
5. Preside at committee meeting held during the Annual Convention.
6. Conduct an orientation of incoming Nominating Committee Chair and members. This orientation should be held during the Annual Convention.

TIME COMMITMENT

1. Two year term
2. One additional year if selected to serve as Chair

REQUIREMENTS & SELECTION OF CHAIR AND COMMITTEE MEMBERS

1. DNC or DCNP preferred.
2. Minimum of 2 years active involvement in DNA prior to nomination to committee. Active involvement includes activities such as:
 - a. Elected leadership role in DNA local chapter or national office
 - b. Participation in DNA sponsored special committees and task forces

- c. Participation as faculty for DNA sponsored pre-convention core workshop,
speaker at national convention or other DNA educational endeavors
- 3. The Incoming Committee Chair shall be recommended by the Outgoing Committee Chair to the Board of Directors for final appointment.