

**DERMATOLOGY NURSES' ASSOCIATION  
POLICY/PROCEDURE**

Policy 10.6 (Formerly 14.8)

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Original Date: 4/93

Revised: 6/98, 11/02; 1/05; 1/09, 9/09,  
4/14, 8/15, 8/16, 1/20

Reviewed: 10/04, 9/09, 4/14, 8/15,  
10/16, 1/20

**ROLE DESCRIPTION: NOMINATING COMMITTEE**

**PURPOSE AND OBJECTIVES:**

Provide a slate of officers as directed by the DNA bylaws and present the slate to the Board of Directors by October.

**REQUIREMENTS AND SELECTION OF COMMITTEE MEMBERS:**

- A. DNC or DCNP preferred.
- B. Recommend two (2) years' active involvement in the Dermatology Nurses' Association activities on a national/local level prior to nomination. Active involvement is defined as: Demonstrates active participation in DNA sponsored chapter/national activities. Examples include:
  - 1. Elected leadership role in DNA local Chapter or National office and/or
  - 2. Participation in DNA sponsored Special Committees and Task Forces.
  - 3. Contributes to DNA educational endeavors:  
Serve as faculty for DNA sponsored pre-convention core workshops and/or  
serve as speaker at national convention.
  - 4. Attendance at national convention for previous 2 years is preferred.
- C. Committee Chair shall be the Immediate Past President of the DNA
- D. The Chairperson serves a one-year appointment.

**ROLE DESCRIPTION: NOMINATING COMMITTEE**

**COMMITTEE MEMBER DUTIES AND RESPONSIBILITIES:**

- A. The Chair of the Nominating Committee is responsible for the following duties and responsibilities:
1. Serve as liaison between Nominating Committee, Board of Directors, and National Office.
  2. Direct correspondence between National Office and candidate.
  3. Coordinate the review of candidates' credentials as provided by the bylaws, Intent to Serve form, and candidate assessment tool.
  4. Prepare and present, via the Nominating Committee Chair, a final slate of candidates to the Board of Directors.
  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.
- B. All Nominating Committee Members are responsible for the following duties and responsibilities:
1. Strongly recommended to attend National Convention to network and recruit potential nominees. The DNA membership booth can be utilized for this purpose.
  2. Advise candidates on role descriptions of the office they seek prior to their commitment to serve.
  3. Evaluate and select candidates objectively through the use of the Intent to Serve form and the candidate assessment tool.
  4. Review all related Nominating Committee policies and procedures annually and propose any changes to the Board of Directors.

Updated 8/21/2015:

*On page 1 item B, wording was revised to be more consistent. Item C was revised to solely state the Immediate Past President.*

*"Duties and Responsibilities" Title updated to "Committee Member Duties and Responsibilities"*

*On page 2, Item B, wording was revised to be consistent.*

Updated 4/8/2014:

*On page 1 item C, was revised to appoint the Immediate Past President as chair. Items D and E were removed.*

Updated 10/11/2016:

*Wording changed under Requirements, Section B.*

Updated 01/10/2020:

*Purpose and Objectives: Deleted "at the spring meeting" and added "by October".*

*Requirements and Selection of Committee Members: B. Added "the Dermatology Nurses' Association". B. 4. Added "is preferred".*