

Nominations Committee Member

FY26 Charge: The Nominations Committee, as mandated by the ARCS Bylaws, issues the call and conducts the review of a slate of candidates for Board members annually. The committee evaluates the leadership needs of the Board with guidance provided by Board Appointed Members to the Committee.

Nominations Committee: supports the solicitation, search, and coordination of interested volunteers to fill open committee positions, Chair leadership positions, and supports the onboarding processes for confirmed volunteer appointments within the Association. The Committee does this through publishing Calls for Volunteers, reviewing application materials, and liaising between Association committees and their leadership.

The Committee works with Association leadership, including Board members, Chairs, and general Committee Members to identify the critical perspectives, attributes, and experience necessary to achieve the goals of the Association.

The Committee supports Volunteers in active service to the Association through volunteer outreach, guidance on volunteer management, and direction through policy and procedure in accordance with the Volunteer Code of Conduct. The Committee is responsible for introducing Volunteers to the Associations policies and procedures, supporting Volunteers for the duration of their terms, and gathering feedback from Volunteers about their time serving before their departure from the Association. The Committee reviews annually committee chair and committee member benefits and recommends any changes to the Board prior to the new fiscal year.

Time Commitment: 2 year term; 3-5hr/mo; Busy March

Key Responsibilities

Support the efforts of the Committee Chair to solicit and recommend candidates for open Board Member positions through:

- Obtain Board feedback on the Call and update the Call, if necessary
- Review Applications for the Board Call for Nominations:
 - Communicate with applicants
 - Coordinate and participate in interviews
 - Document and review application materials
- Develop, revise, and review application criteria
- Review notes from interviews and summarize candidates, provide informed recommendations for applicants to move onto General Election
- Participate in Committee reviews of Applicant qualifications and interested for the purpose of recommending Candidates for General election

ARCS Nominations Committee
Position Description: Nominations Committee Member

In addition, serve as Committee Liaison to solicit and recommend volunteer candidates for open leadership positions within ARCS:

- Communication with committees on volunteer needs
- Coordination of Call for Volunteers with committees
- Updating and editing Volunteer Application Form
- Management and coordination of Volunteer applicants through Liaisons to assigned committee and committee chairs
- Notify Volunteer Applicants of confirmation or denial of committee decision on placement
- Support Volunteer interview and placement process with committees
- Work with the Chair to provide progress updates to the ARCS Board
- Strive to recommend candidates with diverse and applicable perspectives and experiences to fill those needs, and seeks candidates committed to fostering a culture of belonging by promoting respect, accessibility, equity, and inclusion.