ARCS Nominations Committee

Position Description: Nominations Committee Member

NOMINATIONS COMMITTEE CHARGE:

The Nominations Committee will develop a slate of candidates for officers, board members and other leadership positions within the association. The committee will work with association leadership to identify the critical perspectives, attributes, and experience necessary to achieve the goals of the association. The committee will evaluate the leadership needs of the board.

NOMINATIONS COMMITTEE MEMBER TERM:

July 2021 - July 2022
Eligible for renewal annually

DESCRIPTION OF DUTIES:

- Support the charge of the Committee
- Attend committees meetings, approximately monthly, but may be more frequent when actively recruiting members
- Meet objective deadlines as set by Chair
- Be committed to IDEA principles and bringing more IDEA viewpoints into ARCS

ORGANIZATIONAL OBJECTIVES:

- Recruit, interview, and recommend placement of new committee, task force, and board members and chairs
- Ensure all candidates are committed to IDEA principles set forth by ARCS
- Evaluate the needs of ARCS and make recommendations for leadership objectives

PROGRAM FUNCTIONS OR OBJECTIVES:

- Recruit
  - Tap into network of candidates for specific needs if applicable
  - Organize documents on Google Drive related to recruitment efforts
  - Create and edit calls for volunteers
  - Liaise with committees and task forces to understand recruitment needs
- Interview
  - Schedule interviews over phone, Zoom, Google Hangouts, or other platforms with candidates
  - Create interview questions
  - Participate in fair and equal interviewing practices
  - Organize documents related to interviews on Google Drive
- Placement
  - Review candidate information
  - Recommend placement of candidates
  - Liaise with committee and task force board liaisons and chairs to aide in placement