**NYSCHP Committee Charter: Nominations Committee**

**PURPOSE OF THE COMMITTEE**

* The Committee is appointed by the Chair of the House of Delegates and is charged with the task of presenting to the membership their best judgments about those persons who possess the tangible and intangible attributes of leadership that qualify them to serve as our officers and directors. Their duties include identifying, recruiting, screening and interviewing candidates for board of director positions:
* On opposite years -
* President-Elect, Treasurer, Director of Education and Professional Development, and Chair of the House of Delegates
* President-Elect, Director of Advocacy, and Director of Resource Development
* Nominating committee members must have solid knowledge of governance structures, policies and principles, which forms the foundation for their duties. It’s also helpful for nominating committee members to have leadership experience through their profession or their membership in professional associations. Board nominating committee members must be committed to the organization’s mission, vision, values and goals, and must be able to communicate them clearly to potential candidates. In addition, members of the nominating committees need a comprehensive understanding of the roles and responsibilities of the positions they need to fill. An understanding of the roles is necessary for committee members to be able to have meaningful discussions with potential candidates about what their expectations will be if they’re offered a position and choose to accept it. Nominating committee members must avoid conflicts of interest and disclose them as necessary

**COMMITTEE STRUCTURE / MEMBERSHIP**

* The Nominations Committee is responsible for providing direct oversight of selection of candidates for the NYSCHP ballot. The Nominations committee is chaired by the Past President immediately completing the Presidential offices. The Nominations committee shall meet on an as needed basis and report recommendations to the Chair of the House of Delegates. The members of the Nominations committee will come from the pool of Past Presidents starting with the five most recent Past Presidents as well as other members from past or present boards of local chapters. The current President will not be a member of the committee based on Robert’s Rules of Order. No current board members will be a member of this committee. The Chair of the House of Delegates will be an Ex-Officio member of this committee. This committee will consist of a minimum of 5 members.
* Roles and responsibilities:

| **Title** | **Program Responsibilities** |
| --- | --- |
| Chair | Coordinate meetings and activities of the committee |
| Chair, House of Delegates | Report to NYSCHP BOD |
| Committee members | Assist with the development of a successful ballot |

**Deliverables / Timeline:**

* Call for nominations will be sent out to the membership late fall and early winter.
* The identification and review of candidates will be at the discretion of the nominations committee with a goal to have the slate finalized by end of March.
* Candidates will be asked to submit their CVs, a bio, and will be interviewed by the nominations committee.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **June/July** | **August** | **Sept** | **Oct** | **Nov/Dec** | **Jan** | **Feb** | **March** | **April** | **May** |
| **Meeting** |  |  |  |  |  |  |  |  |  |  |
| **Report** |  |  |  |  |  |  |  |  | HOD Report |  |
| **Tasks** | Conduct Candidate Statements |  | Election |  |  |  | Interview Candidates |  |  |  |

**Reporting structure**

Chair House of Delegates -- NYSCHP Board of Directors

Chair-Nominations Committee

House of Delegates

COMMUNICATION FLOW & REPORTING STRUCTURE

Communication Flow & Reporting Structure

**Current NYSCHP strategic plan Alignment:**

Pillar 2: Build Membership & Engage Members

4. Invest in leadership development and succession planning

Initial Date: January 2021

Revision Dates: June 2023

**APPENDIX A:**

**Guidelines for Candidates for Elective Office- Report to House of Delegates**

**Introduction**

To ensure that a broad spectrum of willing and qualified potential nominees are considered for candidacy to NYSCHP elective offices, the Committee on Nominations with carrying out an annual search process for the selection of candidates and assembling a roster of nominees. The Committee on Nominations is a committee of the House of Delegates and reports up to the Chair of the NYSCHP House of Delegates. The source for potential nominees comes from individual members, local chapters, committees, and other individuals in NYSCHP leadership.

The strong preference is for the committee to prepare a slate of at least two candidates per elected office to provide diversity and choice to the members. Once a slate of candidates for elective office is prepared, the names are sent to the NYSCHP House of Delegates.

Any perceived or actual conflicts of interest should be disclosed to the Committee on Nominations. These include but are not limited to:

* Being a member of the New York State Board of Pharmacy
* Running on a ballot for another local, state or national organization. Ie. ACCP, ACHE, etc.

The Committee on Nominations will review each case individually and provide guidance.

**Policy**

Receipt of the report from the Committee on Nominations to the Council publicizes the names, background and qualification of all nominees to voting members via communication media (broadcast email and social media). A special edition of the NYSCHP News brief contains information about each candidate and is maintained on the NYSCHP website throughout the election season, until voting closes.

All discussions held during nomination meetings are confidential and not to be shared with any other individuals which includes post ballot selection and election. Members of the Committee on Nominations should solicit feedback from Directors who oversee committees in which the nominee was a participant to assess and confirm their level of involvement. These conversations are essential to optimally assess a candidate’s participation in the role to which they may be elected and should not be considered a break in confidentiality.

Once the candidates for elective office are announced at the NYSCHP HOD held during the Annual Meeting, it is expected that candidates for office will avoid activities that would be viewed as self-promotional or “campaigning” for election whether in print, through electronic media, such as social networking forums or blogs, or actual statements by the candidate. Further, candidates should not endorse or encourage others or third parties to promote their individual candidacy for office. Any third-party announcements or other forms of broad communication that discusses the upcoming election should include all candidates for a particular office and their qualifications and should not promote the selection of a specific candidate. If such activity (ies) occur the infringement will be reviewed on a case by case basis by the Committee on Nominations. The Committee on Nomination reserves the right to disqualify a candidate based upon the infringement(s).

Further, individuals who are candidates for office for NYSCHP are expected to protect NYSCHP’s image, not to engage in any activity which might bring discredit to NYSCHP, and not to participate in discussions or votes if a personal conflict of interest is involved.

**Guideline for Committee on Nominations**

To ensure that all willing and qualified potential nominees are considered for candidacy to NYSCHP elective office, the Committee on Nominations is charged with assembling a roster of nominees, recommended by our members and chapters. A member or group submitting such a recommendation should provide a brief summary of the recommended individual’s experience and accomplishments via nominations form and should state why NYSCHP would be well served by his or her election. Recommendations can come from any single member or group of members. Self-nomination is acceptable. The Chair for the Committee on Nominations will be the contact person for all recommendations.

NYSCHP will issue a “Call for Nominations” to all members via various channels, to encourage individual members or a group of members to submit their recommendations at appropriate times. A good faith effort will be made to identify qualified candidates from various geographic areas across New York State. These will include:

* Email from NYSCHP office to the membership
* Announcements on BOD calls when Chapter Presidents are present
* Notices in NYSCHP publications including news briefs, social media, and other communication vehicles of NYSCHP

In addition to reviewing suggestions received from members and affiliated local chapters, the Committee on Nominations will also review the membership rolls for potential candidates. Nominees who are selected to be slated for the ballot will be contacted by the Nominations Committee and provided additional information about holding elective office, and given an opportunity to formally accept or decline nomination and participate in a virtual interview with committee. The purpose of the interview is to ensure the candidate has an understanding of what is required for the position and a qualified slate of candidates is presented to the HOD.

Qualifications of nominees should include, but are not limited to recent activity in some or all of the following areas:

* Demonstrated leadership qualities and exemplary practice
* Experience having served as a chair on a NYSCHP committee
* Extensive participation on a NYSCHP committee(s)
* Served as President or held a leadership position in a local chapter
* Served as a delegate to NYSCHP or ASHP
* Demonstrated active involvement in other state and national organizations

After the list of nominees is accepted by the HOD, these individuals will participate in a Meet the Candidates session in June or July where they will read their candidate statements which is recorded and available on the website prior to the distribution of the ballot.