

## NOMINATIONS SUBCOMMITTEE CHARGE

### **Number of Members** 11-13

Must be an odd number for purposes of voting.

### **Composition**

Members of the Nominations Subcommittee shall include the Immediate Past President, Second Past President, and nine to eleven at-large members. The makeup of the Subcommittee should reflect diverse practice backgrounds, experiences and interests and should include Allied Professionals, basic scientists, and pediatric members. Members shall reflect diversity in race, gender, gender identification, ethnicity, beliefs, age, disability, sexual orientation, and/or national origin. The Second Past President shall serve as Chair. The Chair may invite guests as needed to expedite information sharing.

### **Method of Appointment**

Ex officio members take office automatically. Other members shall be appointed by the President-Elect, in consultation with the President and the Chief Executive Officer.

### **Term of Office**

One year. At-large members may be reappointed for two additional, consecutive one-year terms.

### **Accountability**

Reports to: Governance Committee

Key Relationships: Board of Trustees

### **Purpose**

To recommend a slate of officers and trustees that supports the strategic goals of the Society and builds the leadership capacity of the Board.

### **Responsibilities**

- Oversee a nominations process for officers and trustees that is broad-based and equitable, and perceived as such by the Society's stakeholders.
- Annually assess the Board's strengths and weaknesses and identify capacity-building priorities to be addressed during the nominations process.
- Identify and recruit potential candidates and solicit qualified nominations from the Society's leadership and membership.

- Perform a thorough vetting of candidates for the Board and leadership track, with each candidate being interviewed by a minimum of two Subcommittee members.
- Review Board members who are eligible for reappointment based on guidance from the HRS CEO and President.
- Closely scrutinize nominees' disclosure forms and resolve any existing or potential conflicts, particularly for the nominee for 2<sup>nd</sup> Vice President (the starting point of the presidential track).
- Recommend a slate of nominees to the Governance Committee for approval.
- Periodically review and assess nominating procedures and practices, and recommend changes to the full Governance Committee.

### **Decision-Making Authority**

- Establish the subcommittee's procedures.
- Make recommendations to the Governance Committee.

### **Limitations**

At-large members of the Nominations Subcommittee are ineligible to be nominated for elected office while serving on the Nominations Subcommittee.

Members of the Nominations Subcommittee cannot nominate officers and trustees while serving on the Nominations Subcommittee.

### **Meeting Frequency**

One face-to-face meeting annually. Additional meetings as needed.

### **Estimated Time Commitment**

6 hours, prior to and during the Nominations Subcommittee meeting

#### *Scheduled*

- Interviews with potential candidates
- Teleconference to slate candidates (Fall)

#### *Ad Hoc*

- Committee Conference Calls (as needed)

#### *Busiest Times of the Year*

- Prior to slating of candidates (Fall)