

**JOB DESCRIPTION**

**NOMINATING COMMITTEE**

**General Description**:

The Nominating Chair/Committee is responsible for obtaining HFMA members that are interested in running for the Board of Directors. The Nominating Committee will include a Chairperson and at least 1-2 other committee members. HFMA Montana Chapter requires future Board members to participate in a committee prior to enrolling as a Board Member.

**Term**:

One Year

**Time Commitment**:

5 hours/year average

Goals, Objectives and Responsibilities:

* Track board member terms/expirations.
* Recruit interested HFMA members who have participated on a HFMA committee for running for the Board.
* Talk with members about their interest in running for the board at the Fall and Spring conferences.
* Coordinate elections each year according to the HFMA timeline.
* Utilize Survey Monkey for online elections.
* Welcome new members to the board after the election results are tabulated.
* Report to the Board on Elections and Committee activities.
* Actively encourage all HFMA members to participate in an HFMA committee with the attraction of being a future board member.

Timeline:

* June Board Meeting – Identify expiring board terms for the next year and number of vacancies to fill
* Spring and Fall Conferences – Speak to chapter members to solicit potential board candidates for the upcoming election; determine interest of current board members with expiring terms to run for another term; ideally you want to have at least two to three candidates in excess of the number of board vacancies to be filled
* November – Obtain commitment from board candidates and gather biographical information for the ballot
* December – Finalize ballot information and enter into Survey Monkey. Forward survey to Newsletter Chair to distribute no later than December 10. Ballots due by end of year.
* January – Pull results from Survey Monkey and have them verified by another Board Member. Notify Board and all candidates of the results of the election.