

**SUBJECT: NCDA NOMINATING COMMITTEE
CHAIR & MEMBERS**

NORTH CAROLINA DIETETIC
ASSOCIATION (NCDA)

<u><i>Position</i></u>	<u><i>Functions</i></u>	<u><i>Responsibilities</i></u>
<p>Nominating Committee Chair and members</p> <p>One member elected by NCDA membership annually</p> <p>Term of office is 3 years, member in third year serving as Chair</p>	<ul style="list-style-type: none">• Members of the NCDA Board of Directors without vote• Chair is a member of the NCDA Board of Directors with vote	<ol style="list-style-type: none">1. Consults with President and President-Elect, and reviews the files for names of past officers, committee members, and current members who may serve on the ballot.2. Follows the Criteria for Selection of Officers to determine candidate qualification for service3. Designates annually at least 1 candidate for President-Elect; biennially and in alternating years, 2 candidates each for Secretary and Treasurer; annually 3 candidates, 1 to be elected, for Nominating Committee; triennially, 2 candidates for delegate; annually the Presidents-elect of each Affiliate District Dietetic Association for election as members of the NCDA Board of Directors4. Considers geographic representation in selection of candidates for President-elect, Secretary, Treasurer, Delegate, and Nominating Committee5. Begins work prior to the first Board of Directors meeting6. Secures biographical data from each candidate, and letter of support from employers of all candidates (except Nominating Committee members and District Presidents-Elect)7. Participates in communication to members regarding the right to and importance of the vote8. Submits the ballot to the Board of Directors for information only9. Submits the ballot, biographical data, and letter to the membership to the Executive Director for processing and distribution per NCDA Bylaws and Standing Rules10. Contacts each nominee; following verbal acceptance solicits and receives biographical sketch and employer letter of support11. Chair writes thank you letter to each nominee after closing of polls12. Maintains budget; incurs and reports expenses per financial policy13. Maintains updated records of past officers and committee members14. Facilitates nomination of members for ADA office

Written 10/87

Revised 7/96, 5/04,
05/09