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## **JOB DESCRIPTION**

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**Position Title:** Nominating Committee

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### **BASIC FUNCTION**

The role of the Nominating Committee, as defined by the ADCES Bylaws, is to provide a slate of candidates to the membership, which in turn determines the association's leadership. Elected members of the nominating committee serve for a term of 1 year. The Nominating Committee is charged to identify the most qualified people for leading the organization to achieve the vision and mission of the association.

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### **DUTIES AND RESPONSIBILITIES**

1. Seeks qualified candidates for the Board of Directors, Officers, Member Affiliates Liaison and Nominating Committee
2. Biannually puts forth a recommendation for Board-Elected Director
3. Reviews an assessment of skillsets of current Board of Directors for consideration when identifying candidates
4. Finds the most qualified, diverse people for leading the organization toward the vision and strategic plan
5. Communicates with all stakeholders within the association to identify a diverse, representative group of candidates
6. Understands responsibilities and skill sets required for all positions on the ballot
7. Evaluates, screens, and selects candidates to interview
8. Interviews applicants
9. Selects a slate of candidates through group process and notifies candidates of the results
10. Prepares an official ballot as specified in the bylaws
11. Informs candidates of election results
12. Makes recommendations for election process improvement to the Board of Directors

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### **MINIMUM QUALIFICATIONS**

- Must be an active member of ADCES and have been an active member for at least three years
  - Prior leadership role in ADCES
  - Broad knowledge of individuals in diabetes care and education
  - Knowledge of ADCES's operations, vision and strategic plan
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### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to meet all the expectations of the position and time commitment, which can include 6-9 conference calls and applicant interview calls performed as a virtual conference over three days
  - Strategic thinker
  - Strong networking skills
  - Visionary skills
  - Commitment to ADCES through a willingness to represent and promote the association, and to put the association's interests first without regard to professional discipline, practice, or personal interest
  - Skilled communicator
  - Enthusiasm
  - Impartial - diplomatic when dealing with opposing viewpoints
  - Objectivity and ability to think critically
  - Computer and technology literate with reliable access to the internet and mobile phone
  - Operates at all times in an environment of trust, confidentiality and candor
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### **CONFLICT OF INTEREST UNDERSTANDING**

No member of the Board of Directors shall seek, nor shall he/she derive any compensation, personal profit or personal gain, directly or indirectly, to her/himself or her/his employer by reason of his or her participation with the ADCES. Prohibited compensation includes, but is not limited to, remuneration for services rendered as part of ADCES's Core Concepts Courses.

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