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| *Policy Number:* | 1.1.2 |
| *Category:* | Local Chapters – General |
| *Subject:* | San Diego/Imperial County APIC – Nominating Committee Position |

**Purpose:**

Defines the duties of the SD/IC APIC Nominating Committee position

**Scope:**

Applies to APIC Chapter 057 only.

**Policy:**

This position reports to the chapter President.

Term of Office: 1 Year– Elected by membership.

The Nominating Committee is responsible for:

1. Obtaining a list of active members from Membership Chair from which to consider candidates.
2. Selecting qualified candidates for each office, taking into consideration the attendance and participation of nominees.
3. Informing each nominee, in writing, of specific duties of the nominated office.
4. Prepare a ballot for voting.
5. Distribute the ballot to the membership, via online survey access, for voting prior to the annual meeting.
6. Attend chapter board meetings and vote as required.

Templates and related documents:

<https://www.surveymonkey.com/r/D6YCCBF>