



### **NAHU Nominations Committee Chair**

This individual is the Immediate Past NAHU President. The purpose of the nominations committee is to identify and encourage potential association leaders to pursue positions of authority within their chapters and the national association, in order to provide the most diverse and qualified leadership at all levels of the association.

The chair will represent the committee on the Joint National Committees (JNC) and other NAHU bodies as needed. The chair will direct the efforts of the committee to establish goals and directions for the committee. The chair will work closely with NAHU's staff liaison.

The chair will:

- Create agendas for teleconference meetings
- Review the Campaign Guidelines and, with the assistance of the committee, provide recommendations, if any, to the BoT for approval
- Chair meetings
- Reviews candidate nominations
- Compile a list of candidates for the various offices to be filled at the Annual Convention and provide this report to NAHU's Secretary and HIU for recording
- Distribute a Nomination Request to all chapter presidents including information on all required documents as well as nomination deadlines
- Communicate with candidates regarding Campaign Guidelines, campaign materials, speech length and time, and other campaign information as needed
- Work closely with NAHU staff liaison to ensure projects occur as required

NAHU Staff Liaison:

- Works closely with the chair to ensure the nomination process is followed as indicated in NAHU's Bylaws and policies and procedures
- Process all nomination submissions to ensure all required documents are submitted
- Compile candidate information for House of Delegates handbook
- Assist HIU editor with candidate information for June HIU edition
- Takes meeting minutes.
- Support the committee with all nominations endeavors.