**Nominations & Elections Chair**

**Purpose:** The chapter nominations and elections chair ensures the chapter’s sustainability by recruiting future leaders from among chapter members. This volunteer leader engages all chapter officers to develop and execute a strong succession plan for the chapter.

**Key Responsibilities:**

* Oversee Nominations & Elections Committee to identify and recruit candidates for office
* Coordinate chapter’s election process in accordance with chapter bylaws and ASSP standard operating procedures, including distribution and collection of ballots
* Provide regular updates to the chapter Executive Committee regarding candidate recruitment and election outcomes
* Ensure smooth transition between outgoing and incoming chapter officers
* Attend chapter general membership and Executive Committee meetings as needed/requested

**Support:**

* Online training from ASSP
* Transition meeting with outgoing chapter nominations and elections chair
* Additional support available from chapter president and ASSP Chapter Services

**Benefits:**

* Opportunity to develop transferrable leadership and strategic planning skills
* Earn professional certification maintenance points

**Time Commitment:**

* Term of office: Minimum 1 year, July 1 - June 30
* Transition meeting with outgoing chapter nominations and elections chair
* Average hours per month: Up to 7 hours

**Qualifications:**

* Must be an ASSP member in good standing. This is typically an appointed position filled by the chapter’s immediate past president, if available to serve.
* Have or be willing to develop a solid working knowledge of the chapter’s bylaws
* Have or be willing to develop understanding of chapter and ASSP structure and strategic direction
* Able to work effectively in a team setting and to communicate with diverse audiences

**Specific Duties:**

* Review chapter bylaws and align chapter election process accordingly
* Appoint member(s) to the Nominations & Elections Committee as outlined in chapter bylaws
* Ensure that Nominations & Elections Committee is formed and reported in the Chapter Operations Management Tool (COMT) by **December 31**
* Publish initial slate of candidates in accordance with chapter bylaws, typically no later than **March 1**
* Receive and vet member petitions to candidate slate (petitions due 15 days in advance of election)
* Publish and distribute the final slate of officers, including vetted petition candidates, to chapter members in accordance with chapter bylaws
* Ensure development of ballots, either through paper ballots for a chapter meeting or in coordination with ASSP Chapter Services to create electronic ballots for an online election
* Hold chapter election by May, in accordance with chapter bylaws
* Work with chapter secretary to distribute, collect and count ballots
* Inform candidates of election results
* Announce election results to chapter members at the close of the election
* Ensure the annual leadership report is submitted to ASSP Chapter Services through the COMT by **May 31**
* Work with current and incoming officers to coordinate transition meeting(s) before **June 30**
* Work with chapter awards and honors chair to coordinate event(s) to recognize outgoing leadership and induct incoming leadership
* Coordinate all aspects of special elections in accordance with chapter bylaws as needed
* Ensure orderly transition and transfer of duties and records to succeeding chapter nominations and elections chair
* [additional chapter-specific duties]