

SIGMA THETA TAU
ETA KAPPA CHAPTER-AT-LARGE

LEADERSHIP SUCCESSION COMMITTEE

PURPOSE: The committee shall develop members in organizational leadership roles across the span of their careers and mentor members to assume organizational Board & officer positions at all levels of the organization. The committee shall select nominees & prepare the ballot.

CHAIR: Appointed by the Board of Directors from three elected members to the committee.

MEMBERS: Three elected members, with additional members appointed as needed. Two representatives are elected in odd years; one representative is elected in even years. Each member serves a two year term. If a member is unable to serve until the end of his/her term, a replacement will be appointed by the President. The outgoing President shall serve as an ex-officio member of the committee. The outgoing President shall discuss the responsibilities and duties of each officer and committee member with the members of the nominating committee. Nominating committee members are not eligible for any elected office on the current ballot.

COMMITTEE RESPONSIBLE TO: Board of Directors

PROJECTED CALENDAR:

December – January:

1. Committee Chair obtains the most current membership list from the President.
2. Chair meets with Board to discuss potential nominees.
3. Committee meets to discuss possible nominees, responsibilities of officers, nominating committee, and to distribute committee work.
4. Potential nominees are contacted to obtain written consent to serve.
5. Committee prepares information for nominee profiles for the ballot.

February:

1. Final slate is submitted to the Board at February Board meeting.
 - a. Slate is recorded in Board meeting minutes.
2. Date for return of ballots is established. The ballot will be sent to the Board of Directors at least four (4) weeks prior to a scheduled election.
3. The ballot, nominee profiles, and an envelope addressed to the Chair of the Nominating Committee are distributed via first-class mail to each active chapter member.

March:

1. The ballots are tabulated by the Nomination Committee
2. Results are reported to the President and to the Board at March meeting. Names of candidates elected are recorded in the Board meeting minutes, but election results are otherwise kept secret.

RESPONSIBILITIES:

1. Calls committee meetings, keep minutes and prepare meeting agendas.
2. Obtain description of officer duties from Bylaws.
3. Meet with Board as outlined above.
4. Obtain mailing labels from Treasurer.
5. Supervise tabulation of the ballot.
6. Notify nominees of results of the election. Resident shall send letter of thanks to unsuccessful candidates.
7. Provide an annual written report to the President.