

# ASBMB Position Description: Nominating Committee Member

**Position Title:** Member, Nominating Committee

**Description:** The Nominating Committee is authorized to identify and put forward candidate(s) qualified for each position. The committee must follow a standardized and equitable system to vet all candidates, ensuring fairness, transparency, and consistency in the evaluation process. If no fully qualified candidate is found, the committee is authorized to recruit beyond those who have applied or been nominated to ensure a diverse and strong candidate pool, while maintaining a rigorous vetting process for all candidates.

## **Position Roles and Responsibilities**

*In collaboration with current leadership and staff:*

- Identify candidates for involvement in the organization's elected positions and develop cultivation strategies to strengthen relationship with these individuals.
- Pursuant to ASBMB bylaws, present the annual slate of candidates for election to voting members.
- Seek nominations from ASBMB members of qualified members. Nominating Committee members may also nominate individuals directly.
- Identify the necessary skills, perspectives, and qualities needed for filling the position descriptions.
- Provide input on the nomination process.
- Ensure fairness, transparency, and consistency in the evaluation process.
- Other duties as needed.

## **Qualifications:**

- Current ASBMB membership.
- Knowledge of ASBMB's mission, policies, programs, services, strengths, and needs.
- Knowledge of the goals of ASBMB and detailed understanding of the Society activities from substantial prior participation on committees, Council service, or other engagements with the Society is strongly preferred.
- Necessary bandwidth to participate fully and complete responsibilities of the office.

## **Commitment:**

- 3-year term. None of the elected or appointment members shall be eligible for re-election or re-appointment.
- One to two annual videoconference calls to build the annual election slate.
- Annual independent review of nominated candidates prior to aforementioned videoconference calls.
- Limited, additional meetings as needed, typically by videoconference.
- Engage in limited business conducted by email.



- **Note:** Appointed and elected Nominating Committee members are not eligible for nomination to elected positions. Nominating Committee members may nominate individuals for appointed and elected positions.

**Orientation:**

- A videoconference to review and discuss the expectations of committee members.

**Recognition and Reward:**

- Committee members receive discounted annual meeting registration.

**Benefits:**

- Help to shape the future of the organization and the field.
- Opportunity to engage, network, and exchange ideas with leaders in the community .