Nominations Committee Policies and Guidelines

Committee

1. The primary consideration of the committee is to seek the best leadership available.
2. Strict confidentiality in discussion involving nominees must be maintained and will be required. This involves all conversations and discussions up to the formal announcement of the slate of candidates.
3. One meeting per biennium will be required for the committee to meet and choose a slate. A budget line item will be created to take care of finances for the nomination committee meeting. All other meetings of the committee will be completed via email or 'go to meeting'.
4. The Nomination application will be revised biennially.
5. Policies and Guidelines will be reviewed and/or updated biennially.
6. All nomination applications will be shredded after the slate is named and individual biographies and vision statements are written for the Keystonian and Website.
7. No more than 3 endorsements may be accepted that add additional information about a candidate and particular service that adds to the strengths of the candidate.
8. Members seeking a position that are not selected for an office or elected committee will receive a letter from the committee.
9. A member may be nominated from the floor. If a position is contested the committee will make up ballots for election, count the ballots, and report the outcome.

Officer Position Guidelines/Responsibilities

President

1. Constitution Article VI Section C 1a outlines the duties of President at each level.
2. In concurrence with Section C the State President will be expected to be visible to members at all state events/activities and be available to represent Alpha Alpha State at all International events/seminars/conferences.
3. The President shall be present for any training for her position offered by the International Society during Regionals and Internationals.
4. The use of the word 'should' as determined by the International constitution interpretation committee is to mean strongly suggested but not required:

   The President:

   a. should have time for Society work

b. should have participated in at least one International Convention
c. should have been a regular attendee at State Convention
d. should have served as Chapter President
e. should have State Committee Experience
f. has demonstrated effective communication skills both written and oral communication
g. will be expected to write a column for each edition of the Keystonian as well as try to communicate as much as possible with members via twitter, facebook, blogs, and the posting of information on the website.

First Vice-President

1. In addition to the duties prescribed to the First Vice-President in the Constitution Article VI, the First Vice-President will be the Chairman of the Alpha Alpha State Educational Excellence Committee.
2. The First Vice-President will plan a purposeful seminar for Alpha Alpha State to be held the second year of the biennium. In addition, the First Vice-President is in charge of the Celebration Luncheon at State Convention.
3. The First Vice-President should be in attendance and visible to members at all State events and activities.
4. The First Vice-President shall be present for any training offered during Regionals and Internationals by the International Society for her position as First Vice-President and Educational Excellence Chair.
5. The use of the word 'should' as determined by the International Constitution Interpretation Committee is to mean strongly suggested but not required.

The First Vice-President:

a. should have time for Society work
b. should have participated in at least one International Convention or Regional
c. should have been a regular attendee at State Convention
d. should have served as Chapter President
e. should have State Committee experience
f. has demonstrated effective communication skills both written and oral communication
g. will be expected to write articles for the Keystonian and keep members informed on programs and activities related to Educational Excellence
h. will collect data from chapters about programs, projects, and needs; submit reports in a timely manner

Second Vice-President

1. In addition to the duties prescribed to the Second Vice-President in the Constitution Article VI, the second Vice-President will be chairman of the Alpha Alpha State Membership Committee.
2. The Second Vice-President will plan a Celebration of Life to be held at State Convention and will emcee the banquet at convention.
3. The Second Vice-President will be expected to be visible to members at all state events/activities.
4. The Second Vice-President shall be present for any training offered during Regionals and Internationals by the International Society for her position as Second Vice-President and Membership Chair.
5. The use of the word 'should' as determined by the International constitution interpretation committee is to mean strongly suggested but not required:

   The Second Vice-President:

   a. should have time for Society work
   b. should fill out membership reports in a timely manner
   c. should have participated in at least one International Convention or Regional
   d. should have been a regular attendee at State Convention
   e. should have served as Chapter President
   f. should have State Committee experience
   g. has demonstrated effective communication skills both written and oral communication
   h. will be expected to write articles for the Keystonian dealing with membership and communicate with and keep members informed on membership issues.

Secretaries-Recording and Corresponding

1. Besides the duties outlined in Article VI of the Alpha Alpha State By-laws the Recording Secretary will adhere to a time frame of 30 days for turn-a-round in getting the minutes back to the executive committee and to the members.
2. The use of the word 'should' as determined by the International constitution interpretation committee is to mean strongly suggested but not required:

   The Recording and Corresponding Secretaries:

   a. should have time for Society work
   b. should have effective organization skills
   c. should be able to adhere to time constraints
   d. should have been active as an officer or committee chair at the chapter level
   e. should have been a regular attendee at State Convention

Elected Members of the Nominations Committee

1. Elected members of the Nominations Committee are expected to serve in the position for which they were elected for 4 years (2 biennium). If an elected member of the Nominations Committee cannot fulfill this commitment due to personal reasons she must resign her position as soon as possible so a replacement may be appointed by the State President to do the work of the committee.
2. Any elected member of the nominations committee who wishes to run for another elected office must resign her position on the Nominations Committee by July 1 of even numbered years.
3. Committee Members shall communicate with Chapter Nominations chairmen
4. Committee members shall solicit recommendations for offices from chapters and individual members
5. Committee members shall present to the State Organization in odd-numbered years a slate of **at least** one candidate for each elected **position** and prepare the ballot for election if needed
6. The committee will send a biographical sketch of each candidate to the State Editor for inclusion in *The Keystonian* who in turn will share with the State Webmaster for inclusion on the State website when the Keystonian goes to publication.
7. The committee will submit to the International Nominations Committee any recommendations for elected International Offices or committees in even – numbered years
8. The use of the word 'should' as determined by the International constitution interpretation committee is to mean strongly suggested but not required:
   Committee members:
   a. should be regular attendees to State convention
   b. should be familiar with the leadership qualities needed to move the State Organization forward

Elected Members of the Finance Committee

1. Article IX of the Alpha Alpha State By-Laws lists the Duties of the members of the Finance Committee, i.e., to prepare a budget to be reviewed and adopted by the State Executive Board; to supervise all expenditure from the permanent fund; to supervise all investments of the funds; to provide for an annual financial review; and to perform other duties related to finance as determined by the Executive Board.
2. The use of the word 'should' as determined by the International constitution interpretation committee is to mean strongly suggested but not required.
   a. Finance Committee members should have some personal, professional, or chapter experience in the area of finance/budget.

b. Finance Committee members should attend State Convention to answer questions related to budget or finance.

Updated June 2015