

Maine Chapter, APTA

Title: Nominating & Elections Committee

Report to: Board of Directors

Term: Elected position - serve for 3 years (committee member for 2 years, chair in the third year); 10-12 hours per month, mostly from March to September.

Position Objectives: Lead the effort to fill vacant positions in the Maine Chapter. Serve on the Board of Directors.

Benefits: Make a lasting contribution to the Maine Chapter of APTA. Contribute to motions that make a difference to chapter members and the practice of physical therapy in Maine. Work with people who, like you, have a passion for physical therapy.

Specific Responsibilities:

1. Be familiar with the documents in Sections I and II of the Chapter's Policy & Procedure Manual, the Overview of Board of Directors & Executive Committee, and the roles of all chapter leadership.
2. At least one month prior to the spring Board Meeting, notify the chapter Board of Directors of all open elected offices and ask for candidate recommendations.
3. Share pertinent material from the chapter policy & procedure manual with potential candidates, including job description, calendar, strategic plan, etc, and have them submit necessary forms.
4. Create draft slate and submit with call for "nominations from the floor" to the Executive Director to include in the member newsletter (goal is to do this by August 1, but definitely no later than 60 days prior to fall membership meeting, per bylaws).
5. Review the qualifications of the nominees (must be chapter members meeting the qualifications for office per bylaws) shall be considered by the committee.
6. Select the best qualified candidates for each vacancy to be filled (two candidates per position is ideal), and notify nominees regarding whether or not they were slated.
7. Submit final slate and candidate forms to the Executive Director for creation of online ballot and mail ballots for those without e-mail on file (goal is by September 1 to allow time to build online voting mechanism; ballot must be launched no later than 30 days prior to fall membership meeting, per bylaws).
8. Close voting after fall membership meeting; Executive Office counts the ballots and notified

Nominating Committee of results.

9. Contact candidates with results and create an announcement for the Executive Director to include in the member newsletter (goal is to do this by December 1, but definitely no later 45 days after fall membership meeting, per bylaws).
10. Assist with filling other vacant (non-Board) positions and/or assisting VP with award nominations, as needed.
11. Fulfill general Board of Directors responsibilities (participate in chapter Board meetings and annual strategic planning and budgeting process; be familiar with chapter core documents, and become familiar with Robert's Rules of Order Newly Revised; fulfill communication and reporting requirements; contribute to the newsletter and update website as appropriate; respond to occasional member queries).

Qualifications: Must fulfill qualification requirements outlined in the chapter bylaws. Must be available to participate in Board and membership meetings, as well as APTA meetings as needed.

Training and Evaluation: You will be oriented by your predecessor and/or by the Executive Director. You will be given the opportunity to provide feedback periodically on the functionality of the chapter and the Board of Directors and of your role within the chapter and APTA. The goal of the evaluation process is to improve the function of the chapter and to provide personal and professional development for you.