

AIC NOMINATING COMMITTEE POSITION DESCRIPTION

Position Title: Member, Nominating Committee

Reports to: Committee Chair/AIC Board of Directors

Term: Three years, with the longest serving member of the Committee serving as chair. The term begins and ends at the annual member business meeting (most often in May). Committee members are elected by the membership of AIC following the election procedures outlined in the bylaws.

Description: Per the [AIC Bylaws](#), the AIC Nominating Committee consists of three members for the purpose of presenting a slate of candidates for the annual election of Directors and Officers and Nominating Committee.

The Committee meets virtually approximately once per month between August and February each year to meet with the board, review nominations, and develop candidate slates. In addition, members are expected to assist with outreach and follow-up with potential candidates. A total of approximately 4 hours per month during the nomination period of August through February can be expected. The Chair might volunteer additional hours to prepare for meetings, draft calls for nominations, etc. The Chair has traditionally presented the election results at the annual business meeting.

Requirements: As specified in AIC's Bylaws, two Nominating Committee members must be Professional Members, and the third may be either a Member, Professional Member, or Fellow.

January 2024