



**Work Plan**  
**January 1, 2018 – December 31, 2018**

<b>NOMINATING</b>	<p><u>Membership</u> Carrie Stark (Chair), Jerry Chizek,</p>
Please provide a brief scope of work of the committee.	<p>The Nominating Committee is a Standing Committee of NAEPSDP per the Bylaws and is chaired by the immediate Past President. There are no specific # of members required. Recommendations for membership may be taken from the Regional Representatives and the incoming President. All committee members are appointed for one year. Geographic distribution of members should be considered.</p> <p>The Mission of the Nominating Committee is to assist the President and the Board of Directors in identifying members to serve in leadership roles for the association, including, leadership for coordination with membership for the development of a slate of officers for the Board of Directors to be voted on annually and to coordinate and communication the results of the election process.</p>

Specific Item to Accomplish	Responsibility (Names of people assigned to item)	Key Contact (Person who will serve as a key contact for item)	Goal Date (Anticipated completion date)	Completion Date (to be filled in when completed)
Identification of members within the region(s) that have leadership potential for NAEPSDP.	All Committee Members	Committee members within each region will serve as a contact person for their respective region.	Throughout the year.	
Request nominations from the membership for key leadership roles	Nominating Committee	Carrie Stark	As needed	

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as requested by the President and Board of Directors, and for the election of new board members.			for leadership representatives.  August/September for election of officers.	
Accept nominations ONLY from eligible members. [NOTE: All eligible members may nominate for President-Elect, Secretary and Treasurer. Only eligible members from a region may nominate for their region's Regional Representative.]	Nominating Committee	Carrie Stark	As needed.  August/September for officer election.	
Assure that all nominees are eligible to be nominated (Active or Life members of the association).	Nominating Committee	Carrie Stark	As needed.  August/September for officer election.	
Certify that all nominations are valid and that nominees are willing to accept the position if elected.	Nominating Committee	Carrie Stark	September	
Establish the slate of candidates. [NOTE: A nominee may only be placed on the ballot for one position. If	Nominating Committee	Carrie Stark	September	

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nominated for more than one position, a nominee must select the position for which he/she will run.]				
Oversee the election process  [NOTE: Ballots to be sent to all members by the Secretary]	Nominating Committee	Carrie Stark	September	
With the Secretary, report results of elections to the Board of Directors for certification.	Carrie Stark/Steve Sieglen	Carrie Stark	Late September or early October	
Assure that within 30 days of the close of the election, that the membership is notified of election results.	Carrie Stark	Carrie Stark	Early November (November 10 <sup>th</sup> )	
Prepare and present a Report of Accomplishments to the NAEPSPD membership and post on website for member access.	Nominating Committee	Carrie Stark	Early December	