

Work Plan

January 1, 2021 – December 31, 2021

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| **NOMINATING** | Membership  Terrence Wolfork (Chair), Julie Robinson, |
| Please provide a brief scope of work of the committee. | The Nominating Committee is a Standing Committee of NAEPSDP per the Bylaws and is chaired by the immediate Past President. There are no specific number 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.  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. |

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| 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 |  |

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| Request nominations from the membership for key leadership roles as requested by the President and  Board of Directors, and for the  election of new board members. | Nominating Committee | Terrence Wolfork | As needed 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 | Terrence Wolfork | 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 | Terrence Wolfork | 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 | Terrence Wolfork | September |  |

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| Establish the slate of candidates. [NOTE: A nominee may only be placed on the ballot for one position. If nominated for more than one position, a nominee must select the position for which he/she will run.] | Nominating Committee | Terrence Wolfork | September |  |
| Oversee the election process  [NOTE: Ballots to be sent to all members by the Secretary] | Nominating Committee | Terrence Wolfork | September |  |
| With the Secretary, report results of elections to the Board of Directors for certification. | Julie Robinson | Terrence Wolfork | Late September or early October |  |
| Assure that within 30 days of the close of the election, that the membership is notified of election results. | Julie Robinson | Terrence Wolfork | Early November |  |
| Prepare and present a Report of Accomplishments to the NAEPSDP membership and post on website for member access. | Nominating Committee | Terrence Wolfork | Early December |  |