



**Plan of Work
January 1, 2023 – December 31, 2023**

NOMINATING	<u>Membership</u> Julie Huetteman (Chair), other past-presidents and Regional Representatives as appropriate.			
Please provide a brief scope of work of the committee.	<p>In accordance NAEPSDP’s strategic initiatives to communicate the</p> <ul style="list-style-type: none"> • progression around leadership: member>committee member>committee chair>regional rep>officer>other national position, and • communicate what board roles are to members. <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 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.</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 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 communicate results of the election.</p>			
	<p align="center">Responsibility (Names of people assigned to item)</p>	<p align="center">Key Contact (Person who will serve as a key contact for item)</p>	<p align="center">Goal Date (Anticipated completion date)</p>	<p align="center">Completion Date (to be filled in when completed)</p>
Identification of members within the region(s) that have leadership potential for NAEPSDP.	All Committee Members	Committee members within each region serve as a contact person.	Throughout the year	
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	Julie Huetteman	As needed for leadership Regional Reps. June/July for election of officers.	

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)
Accept nomination ONLY from eligible members. [NOTE: All eligible members may nominate for President-Elect, Secretary and Treasurer. Only eligible members from a region may nominate Regional Reps for their region.]	Nominating Committee	Julie Huetteman	As needed. July/August officer election.	
Assure that all nominees are eligible to be nominated (Active or Life members of the association).	Nominating Committee	Julie Huetteman	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	Julie Huetteman	September	
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 they will run.]	Nominating Committee	Julie Huetteman	September	
Oversee the election process.	Nominating Committee	Julie Huetteman	September	
Report results of elections to the Board of Directors for certification.	Julie Huetteman	Julie Huetteman	October Board Meeting	
Assure that within 30 days of the close of the election, that the membership is notified of election results.	Julie Huetteman	Julie Huetteman	October	
Prepare and present an end-of year Report of Accomplishments to the NAEPSPD membership and post on website for member access.	Nominating Committee	Julie Huetteman	Early December	