



Nominations & Elections Committee

Committee Member Position Description

Purpose: The Nominations and Elections Committee builds ASSP's leadership pool. The committee determines a slate of qualified nominees who can fulfill the duties of ASSP elected offices, conducts elections and supervises election procedures.

Key Responsibilities

- Participate in monthly calls, including selection calls to select two nominees for each open office
- Recruit qualified nominees who meet the competencies and characteristics needed to fulfill the respective elected office
- Review all submitted qualified candidate materials to evaluate candidates
- Contact interested candidates regarding their nomination status and election results
- Oversee Society election preparations and procedures to ensure a fair, ethical election that encompasses a call for nominations, petitions and special elections, and investigations of alleged campaign guideline infractions
- Identify improvements to the recruitment, nomination and election process

Support

- Orientation with Nominations and Elections chair and staff liaison
- Detailed procedures that are defined in ASSP bylaws, Society operating guidelines and committee materials
- Documented desirable competencies and characteristics for Board of Directors candidates

Benefits

- Fill key ASSP leadership positions
- Contribute to the growth and development of ASSP and the safety profession
- Earn professional certification maintenance points

Time Commitment

- Term of office: 3 years; July 1 to June 30
- Average hours per month: 2 to 5 hours; most hours completed between September and January (peak hours in October)
- Meet for scheduled committee calls

Qualifications

- Participate in honest dialogue that respects multiple views and the confidential nature of the committee's work
- Commit necessary time to thoughtfully review and discuss submissions
- Helpful to have a wide and broad network within ASSP to contribute to the identification of potential leaders
- No committee member may be nominated while serving on this committee

Contact

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**AMERICAN SOCIETY OF
SAFETY PROFESSIONALS**

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The Nominations and Elections Committee is a standing committee of ASSP. The committee is chaired by the most immediate past president and has seven members, including the four most immediate and available past presidents and three at-large members. At-large members are nominated by the Executive Committee and approved by the Board of Directors. No more than one at-large member may be a nonmember. Nominations are reviewed each May and appointments are announced each June.

