

SPECIAL INTEREST GROUPS NOMINATING COMMITTEE

I. COMPOSITION

a. Membership

- i. All APTA members are invited to attend meetings of the Academy Special Interest Groups (SIG). Academy members can become a member of any SIG by submitting an application for membership on the Academy webpage. Participants who are not members of the Academy will not be allowed a vote in the business meetings, but are encouraged to contribute to the discussion.

b. Officers

- i. The SIGs will elect the following officers with each serving a three (3) year term:
 1. Chair [elected as Chair-Elect one (1) year prior to assuming the office as Chair of the SIG]
 2. Vice Chair
 3. Secretary
 4. Three Nominating Committee members
 5. Refer to the 3-year term schedule for the SIGs.
 6. The SIG Board of Directors liaison is the Academy Vice President.
 7. Only those members as specified in the Academy bylaws are eligible to serve as SIG Officers.

c. SIG Nominating Committee

i. Composition

1. The Nominating Committee shall consist of three (3) members.
2. Each member shall serve for three (3) years.
3. One new member shall be elected each year.
4. Members are elected via ballot.
5. The senior member of the committee shall serve as chair, unless otherwise designated by the Board of Directors.

ii. Duties and Responsibilities

1. Prepares annually a slate of two (2) or more candidates for each open SIG office.
2. Coordinates with the Executive Director and Academy Nominating Committee liaison to build ballot and to conduct elections.
3. Chair attends the SIG officers meeting with the Academy Vice President at CSM.

iii. Procedures

1. Requests recommendations for nominees from incumbent officers and Academy members
2. Determines eligibility of prospective candidates.
3. The SIG Nominating Committees will contact each potential candidate directly with information regarding
 - a. Academy Mission/Vision/Goals
 - b. Job description
 - c. Biographical Information/Personal Statement
4. Ensures candidate information is submitted online for the election

process.

- iv. SIG Nominating Committee (NC) Chair (year 3) Responsibilities:
 - 1. Orients, mentors and supports junior members
 - 2. Develops strategies to reach out to the membership to serve the SIG
 - 3. Communicates progress in building slate to Academy NC liaison
 - 4. Participates in Academy NC conference calls (approximately quarterly)
 - 5. Attends SIG leadership meeting at CSM or designates proxy
 - 6. Presents tentative slate at SIG business meeting and solicits nominations from the floor
 - 7. Actively participants in SIG leadership and development

II. EXPENSES

- a. Special Interest Group Officers (Chair, Chair-Elect, Vice Chair, Secretary, Nominating Committee Chair) are reimbursed according to the Academy's Honoraria and Reimbursement Policy and as outlined in the annual budget toward meeting expenses per officer given that the officers participate in planned SIG activities.
- b. In addition to the travel compensation for SIG officers, each SIG is provided an annual budget intended to support programs and outreach of the SIG. This is used at the discretion of the SIG officers with priority on non-travel expenditures. Since SIG officers are compensated for travel, these funds are not to be used for additional SIG officer travel.
- c. Each officer submits expenses to the Executive Director according to the policy of the Academy.

III. ORIENTATION OF A SUCCESSOR

- a. Each SIG officer provides for smooth transition by acquainting the newly elected officer with pertinent information, materials, and procedures. This should occur within 6 weeks of election.
- b. The template for orientation includes (but is not limited to):
 - i. mission/vision/goals
 - ii. job duties
 - iii. timelines
 - iv. strategic plan and current initiatives
 - v. current challenges
 - vi. role as mentor to others, including newly elected officers
- c. Following this incoming/outgoing orientation, SIG chairs shall be contacted by Board liaison to formalize relationship, answer questions, establish communication schedule/mechanism (by end of August). In addition, the Academy Vice President and Executive Office will provide an orientation to the Academy for all new committee chairs and committee members by early September.
- d. SIGs should hold a conference call with all SIG officers soon after orientation. In order to preserve institutional memory, the retired SIG chair will serve in a formal advisory capacity to the new SIG chair for one year.

IV. VACANCIES

- a. Any vacancies will be filled upon recommendation of SIG Officers with approval of Board of Directors.