

<b>Committee</b>	<b>Leadership Selection Committee</b>
<b>Committee Charge</b>	Identify, evaluate and select qualified candidates for the election of Board positions.
<b>Committee Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Review and recommend candidates to the Board for the NAMSS Hall of Fame.</li> <li>2. Review and recommend candidates to the Board for the NAMSS Fellows Program.</li> <li>3. Review candidates and recommend a slate of Director at Large candidates for Board approval.</li> <li>4. Review candidates and recommend a Secretary-Treasurer appointment for Board approval.</li> <li>5. Update the Nominations and Elections of NAMSS Officers and Board Members policy and supporting materials prior to the start of the nominations process.</li> <li>6. Following approval of the slate, evaluate the nominations process and make recommendations for improvements.</li> </ol>
<b>Committee Composition</b>	<p>The Leadership Selection Committee is comprised of the Immediate Past President serving as Chair, the Immediate Past Chair, and up to seven (7) at-large members.</p> <p>The Executive Director serves as an ex-officio member with voice but no vote. The Chair of the NAMSS Mentoring Committee serves as an ex-officio member with no vote.</p> <p>Additional members may be assigned to the committee as determined by the Chair based on committee workload (number of candidates). Chair shall recommend additional members to the NAMSS President for approval.</p>
<b>Membership Term</b>	All committee members, with the exception of the Chair, serve a one (1) year term and are eligible for reappointment for up to two (2) additional terms (up to three years of service). The Immediate Past President serves a one-year term as Chair, and a subsequent year as Immediate Past Chair after which they are not eligible for reappointment. Terms run January 1 <sup>st</sup> – December 31 <sup>st</sup> .

<p><b>Expected Commitment</b></p>	<p>The Committee shall meet as necessary to conduct business (review policies, procedures, recommendations as appropriate, leadership education, etc.). Committee members shall be assigned candidates for interviews, evaluate professional references, and a scoring grid for each candidate.</p> <p>Committee members should attend all committee meetings unless excused by the Committee Chair.</p> <p>The time commitment is three (3) to 20 hours monthly with the largest commitment during the months of May through July.</p>
<p><b>Selection/ Appointment</b></p>	<p>Committee members are appointed by the President-Elect with input from the current and incoming chair.</p> <p>Prior to being appointed, the current chair must ensure that incoming members do not wish to run for a Board position the two years immediately following their last term on the committee.</p>

<p><b>Committee Member Qualifications</b></p>	<p><b>Committee Members:</b></p> <ol style="list-style-type: none"> <li>1. Must be able to carry out the work of the committee including candidate and reference interviews, committee zoom meetings, etc.</li> <li>2. Must be well versed in the current NAMSS Strategic Plan.</li> <li>3. Must adhere to the NAMSS Principles of Leadership.</li> <li>4. Must be a NAMSS member in good standing.</li> <li>5. Must hold a current NAMSS certification (either CPCS or CPMSM).</li> <li>6. Must sign and adhere to the NAMSS Volunteer Leader Agreement and Conflict of Interest Policy.</li> <li>7. Must be willing not to run for a position on the Board of Directors for two years following year of service on committee.</li> </ol>
<p><b>Roles and Responsibilities</b></p>	<p><b><u>Makes Decisions</u></b></p> <ol style="list-style-type: none"> <li>1. On professional reference and candidate interview questions, scripts and written evaluations</li> <li>2. On candidate application and interview tools</li> <li>3. Changes to the candidate ranking grid</li> </ol> <p><b><u>Makes Recommendations (to the Board)</u></b></p> <ol style="list-style-type: none"> <li>1. Nomination of Board Members policy changes</li> <li>2. Slate of Candidates for Directors At Large.</li> <li>3. Secretary-Treasurer Appointment</li> </ol>
<p><b>Staff Liaison(s)</b></p>	<p>Shannon Cullen, Operations Coordinator  <a href="mailto:scullen@namss.org">scullen@namss.org</a> (202) 367-2361</p> <p>Caitlin Hardy, Operations Manager  <a href="mailto:chardy@namss.org">chardy@namss.org</a> (202) 367-2460</p> <p>Kirsten Shaffer, Executive Director  <a href="mailto:kshaffer@namss.org">kshaffer@namss.org</a> (202) 367-2392</p>