
JOB DESCRIPTION

Position Title: Nominating Committee

BASIC FUNCTION

The role of the Nominating Committee, as defined by the AADE Bylaws, is to provide a slate of candidates to the membership, which in turn determines the association's leadership. The Nominating Committee is charged to identify the best, most qualified people for leading the organization to achieve the vision and mission of the association.

DUTIES AND RESPONSIBILITIES

1. Seeks qualified candidates for the Board of Directors, Officers, Member Affiliates Liaison and Nominating Committee
 2. Finds the best, most qualified people for leading the organization towards the vision and strategic plan
 3. Communicates with all stakeholders within the association to identify a diverse but representative group of candidates
 4. Understands responsibilities and skill sets required for all positions on the ballot
 5. Evaluates, screens, and selects candidates for the ballot
 6. Interviews applicants and notifies candidates of the results
 7. Selects a slate of candidates through group process
 8. Prepares an official ballot as specified in the bylaws
 9. Informs candidates of election results
 10. Makes recommendations for election process improvement to the Board of Directors
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MINIMUM QUALIFICATIONS

- Prior leadership role in AADE
 - Broad knowledge of individuals in diabetes education
 - Knowledge of AADE's operations and strategic plan
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KNOWLEDGE, SKILLS AND ABILITIES

- Ability to meet all the expectations of the position and time commitment, which can include 6-9 conference calls and applicant interview calls
 - Strategic thinker
 - Strong networking skills
 - Visionary skills
 - Commitment to AADE through a willingness to represent and promote the association, and to put the association's interests first without regard to professional discipline, practice, or interest
 - Skilled communicator
 - Enthusiasm
 - Impartial, diplomatic when dealing with opposing viewpoints
 - Objective
 - Ability to think critically
 - Computer and technology literate with reliable access to a computer
 - Operates at all times in an environment of trust, confidentiality and candor
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CONFLICT OF INTEREST UNDERSTANDING

No member of the Board of Directors, chairperson of any of its committees, task forces, Communities of Interest, or Coordinating Bodies shall seek, nor shall he/she derive any compensation, personal profit or personal gain, directly or indirectly, to her/himself or her/his employer by reason of his or her participation with the AADE. Prohibited compensation includes, but is not limited to, remuneration for services rendered as part of AADE's Core Concepts Courses.
