



# ispd

International Society for Prenatal Diagnosis

## **Position Description 09.00**

### **NOMINATING COMMITTEE CHAIR**

The Nominating Committee Chair is governed by the following.

### **QUALIFICATIONS**

1. ISPD Past President and voting member in good standing

### **RESPONSIBILITIES**

1. Chair Nominating Committee meetings
2. Maintain confidentiality pertaining to the work of the Nominating Committee
3. Assess leadership needs of the Society in conjunction with the ISPD Board of Directors
4. Establish a qualified slate of candidates for the offices to be filled making every effort to ensure international representation among the candidates
5. Oversee the election process
6. Establish and uniformly enforce the policies and procedures governing the nomination and election process and inform Board and membership when appropriate
7. Facilitate candidate recruitment throughout the year
8. Participate in review and revision of nominating criteria
9. Participate in the review of candidate nominations
10. Seek information about trends (internal and external) regarding the nomination process
11. Seek means of encouraging voting; enhance visibility of candidates
12. Notify both successful and unsuccessful candidates of the election results.

### **APPROXIMATE TIME COMMITMENT**

- 4 hours per month for 2 months to prepare for and participate in committee/individual teleconferences including recruitment of candidates, obtaining biographical information and preparation of slate for election

Adopted by the ISPD Board of Directors

Date: 19 July 2014