Nominations & Elections Chair

**Purpose:** The chapter nominations and elections chair ensures the chapter’s sustainability by recruiting future leaders from among chapter members. This volunteer leader engages all chapter officers to develop and execute a strong succession plan for the chapter.

**Key Responsibilities:**
- Oversee Nominations & Elections Committee to identify and recruit candidates for office
- Coordinate chapter’s election process in accordance with chapter bylaws and ASSP standard operating procedures, including distribution and collection of ballots
- Provide regular updates to the chapter Executive Committee regarding candidate recruitment and election outcomes
- Ensure smooth transition between outgoing and incoming chapter officers
- Attend chapter general membership and Executive Committee meetings as needed/requested

**Support:**
- Online training from ASSP
- Transition meeting with outgoing chapter nominations and elections chair
- Additional support available from chapter president and ASSP Chapter Services

**Benefits:**
- Opportunity to develop transferrable leadership and strategic planning skills
- Earn professional certification maintenance points

**Time Commitment:**
- Term of office: Minimum 1 year, July 1 - June 30

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● Transition meeting with outgoing chapter nominations and elections chair
● Average hours per month: Up to 7 hours

**Qualifications:**
● Must be an ASSP member in good standing. This is typically an appointed position filled by the chapter’s immediate past president, if available to serve.
● Have or be willing to develop a solid working knowledge of the chapter’s bylaws
● Have or be willing to develop understanding of chapter and ASSP structure and strategic direction
● Able to work effectively in a team setting and to communicate with diverse audiences

**Specific Duties:**
● Review chapter bylaws and align chapter election process accordingly
● Appoint member(s) to the Nominations & Elections Committee as outlined in chapter bylaws
● Ensure that Nominations & Elections Committee is formed and reported in the Chapter Operations Management Tool (COMT) by **December 31**
● Publish initial slate of candidates in accordance with chapter bylaws, typically no later than **March 1**
● Receive and vet member petitions to candidate slate (petitions due 15 days in advance of election)
● Publish and distribute the final slate of officers, including vetted petition candidates, to chapter members in accordance with chapter bylaws
● Ensure development of ballots, either through paper ballots for a chapter meeting or in coordination with ASSP Chapter Services to create electronic ballots for an online election
● Hold chapter election by May, in accordance with chapter bylaws
● Work with chapter secretary to distribute, collect and count ballots
● Inform candidates of election results
● Announce election results to chapter members at the close of the election
● Ensure the annual leadership report is submitted to ASSP Chapter Services through the COMT by **May 31**
● Work with current and incoming officers to coordinate transition meeting(s) before **June 30**
● Work with chapter awards and honors chair to coordinate event(s) to recognize outgoing leadership and induct incoming leadership
● Coordinate all aspects of special elections in accordance with chapter bylaws as needed
• Ensure orderly transition and transfer of duties and records to succeeding chapter nominations and elections chair
• [additional chapter-specific duties]