

## NATIONAL NOMINATING COMMITTEE (NNC) JOB DESCRIPTION

**Eligibility:** Must be a Full or Specialty Fellow in good standing and be a member of the district to which elected as National Nominating Committee Representative. NNC members may not serve concurrently on any other national AAP committee, council, task force, or section executive committee. NNC members are precluded from becoming candidates for President-elect until they have been retired from the NNC for a minimum of three years.

**Election and Term Requirements:** Candidates for National Nominating Committee Representative shall be nominated by a District Nominating Committee (DNC) or by petition. The election of the NNC Representative shall be held annually in conjunction with the national Presidential election by mail or electronic ballot of all vote-eligible members in the appropriate District. In order to be elected, candidates must receive over 50% of the valid votes within 30 days after the provision of ballots. If there are more than two candidates and no candidate receives 50% of the valid votes, a runoff election between the two candidates receiving the most votes shall be conducted.

NNC members shall serve a 3-year term and may not be re-elected. If a member of the NNC is unable to fulfill the duties of that office, the DNC shall appoint a replacement who shall serve for the remainder of the unexpired term and who shall not be eligible to run for a subsequent three-year term.

**Responsibilities:** The NNC member represents his/her respective district at deliberations of the NNC, which is responsible for nominating two candidates for the office of President-elect prior to the Annual Leadership Forum each year.

### *Governance and Meeting Management:*

- Accepts and supports the Mission of the AAP.
- Abides by AAP policies and procedures.
- Discloses any potential conflict of interest at the beginning of each meeting.
- Attends all committee meetings and participates in conference calls.
- As appropriate, provides staff with relevant material before meetings by a predetermined deadline.
- Maintains an active e-mail account, which should be accessed frequently, as most communication/discussion is via e-mail.
- Attends and participates in the following meetings: Annual Leadership Forum (ALF), Annual District meeting, NNC meeting, and National Conference & Exhibition (NCE).

### *National Election:*

- Supervise the national election process.
- Attend one Board of Directors meeting while in first year on the NNC.
- Serve as host for the President-elect candidates and introduce the candidates during the Annual District meeting.
- Reach out to district members in effort to identify potential candidates for President-elect.
- The 3-4 most senior members of the NNC comprise a sub-committee to review any perceived infractions in the Election Rules or campaign violations.
- Prior to the NNC meeting at which candidate interviews are conducted, contact candidate references, and provide feedback to the NNC.
- Obtain additional feedback, as necessary and appropriate, on potential candidates prior to the meeting at which the interviews will be conducted.
- Participate in the interview of potential candidates for President-elect.
- Carry out individual assignments given by the chairperson and/or staff by a predetermined deadline or in a time frame appropriate to the assignment.

*Specific Related to District Responsibilities:*

- Chair the District Nominating Committee of his/her respective district and chair the nominating process for that district election.
- Reach out to district members to identify potential candidates for district offices.
- Respond to questions from AAP members within the district relative to the area of the committee's expertise.

*Chairperson – Additional Responsibilities:*

- Ensures the committee responds to directives from the Board.
- Exercises leadership of the committee in accomplishing its annual goals of selecting two candidates to run for President-elect and overseeing the campaign and election.
- Asks NNC members if there is a conflict of interest at the beginning of each meeting.
- Makes policy recommendations to the Board of Directors, as necessary and appropriate.

*Member/Staff Coordination:*

- Moves members toward participation and decision-making.
- Establishes an effective partnership with staff to achieve the committee's goals.
- Works with staff to plan meeting agendas; attends and presides over all meetings/conference calls.
- Approves meeting minutes prior to their distribution.
- Works with staff to assure that action items are completed and the work of the committee is carried out between meetings.
- Oversees all committee activities and assures that tasks are completed and deadlines met.
- Ensures the committee responds to any Annual Leadership Forum resolutions referred to the NNC for consideration.
- Responds to inquiries from members and staff regarding committee issues, as appropriate.

*Campaign and Election Coordination:*

- Introduces the two candidates to the attendees at the Annual Leadership Forum.
- Responds to members as concerns arise regarding campaign and/or election issues.
- Convenes a small work group of the most senior NNC members, as necessary and appropriate, to discuss campaign/election disputes that cannot be easily resolved.