



# Nominating Committee Charter 2023-2024

## **Bylaws:**

The Nominating Committee shall consist of at least three members: one who is a member of the Governance Committee, one who is a member of the Board of Directors, and one from the general AIL membership. The Nominating Committee is responsible for developing a succession plan for AIL leadership and for recruiting and nominating new Board members and Committee Chairs. The Nominating Committee, in consultation with the Executive Committee, prepares the slate of nominees for AIL Officers, new and second term Board members and Committee Chairs. The slate is presented to the Board for its approval at the April Board meeting and voted on by the general membership at the Annual Meeting of AIL.

## **Responsibilities:**

- Work with Program Manager to maintain an up-to-date list of Board of Directors and Committee Chairs terms of office.
- Communicate with Executive Committee and Board of Directors regarding upcoming openings on the Board of Directors and gather information on needed skill sets and attributes for potential Board members and Committee Chairs.
- Initiate and maintain communication with Committee Chairs to facilitate succession planning and recruitment of new committee members.
- Work with AIL Program Office to monitor all AIL classes for potential committee members and/or future Board members. Assign a member of the Nominating Committee or other active AIL participant to explain AIL volunteer opportunities and explore participation in each AIL class.
- Refer interested candidates for committee membership to Committee Chairs for their consideration.
- Meet informally with potential Board Members to ascertain their interest and suitability.
- Develop an overall succession plan for AIL in consultation with the Executive Committee.
- Prepare the slate of nominees for AIL Officers, new and second term Board members and committee Chairs, in consultation with the Executive Committee.
- Present the slate to the Board of Directors for its approval at the April Board Meeting.
- Work with the Program Manager to finalize the slate of nominees to be voted on by the general membership at the Annual Meeting of AIL.
- Send a welcome letter to each of the newly elected Board nominees.
- Coordinate orientation procedures for newly elected Board members with the President and Executive Committee.