



GOVERNANCE AND NOMINATING COMMITTEE

Overview

The Governance and Nominating Committee (GNC) is responsible for reviewing all governing documents, related policies, and recommended amendments. The committee shall review eligibility for Representatives to the Executive Board and officers, and forward a slate of nominees for annual elections. The GNC will verify the veracity of election results. All reports will be presented to the Executive Board for approval. The GNC is also responsible for annual awards.

Committee Structure

The committee shall be chaired by the immediate Past President, and all committee members are selected annually by the Chairperson. The GNC is comprised of individuals from the following areas:

1. Past-President (Current)—Chair,
2. Author of the most recent version of the Bylaws (Generally a recent Past-President),
3. Representatives to the Executive Board (1),
4. International ACAC member serving as a Vice President on the Executive Board (1),
5. At-Large International ACAC members selected by the standard process for Committee selection (at least 5),
6. International ACAC President-Elect (Ex-officio),
7. International ACAC Executive Director (Ex-officio)

The Executive Board must approve the GNC at or before the annual NACAC conference.

Responsibilities

- Review all governing documents, related policies, and recommend amendments.
- Review eligibility for Representatives to the Executive Board and officers.
- Forward a slate of nominees for annual elections.
- Providing mentorship to candidates (as needed)
- Running the annual awards selection process and presenting recipients to the Executive

Board for approval.

Level of Commitment

- This is a one-year commitment and the committee will meet once a month.
- This committee requires a moderate to high level of commitment, as it is responsible for overseeing the governance and nomination process, which is critical to the organization's operations.
- Members should be prepared to dedicate a significant amount of time to review documents and vet candidates.
- Attendance at regular committee meetings, as well as necessary webinars, is essential.

Necessary Traits or Qualities

- Strong attention to detail and ability to thoroughly review complex documents.
- Excellent organizational and analytical skills.
- Impartiality and objectivity when evaluating candidates and election results, as well as awards recipients nominees.
- Effective communication skills to present findings and recommendations to the Executive Board.
- Knowledge of governance best practices and election procedures.
- Integrity and ethical decision-making and maintaining confidentiality.
- Collaborative and team-oriented approach to work with other committee members.

Challenges and Growth Areas

- Ensuring comprehensive and unbiased review of all governing documents and policies: The committee must be diligent in identifying any potential gaps, inconsistencies, or areas for improvement in the organization's governing structure.
- Maintaining objectivity in the nomination and election process: Navigating the politics and potential conflicts of interest when evaluating and recommending candidates for the Executive Board and officer positions.
- Effectively communicating findings and recommendations to the Executive Board: The committee must be able to present complex information in a clear and compelling manner to secure approval.
- Adapting to changing governance best practices and legal/regulatory requirements: The committee will need to stay up-to-date on evolving standards and be proactive in updating the organization's policies and procedures.

Goals

- Develop and implement a comprehensive governance review process to ensure the organization's documents and policies remain current and aligned with best practices.
- Establish clear and transparent nomination and election procedures to promote fairness and build trust in the process.
- Implement robust verification methods to ensure the accuracy and integrity of election results.
- Foster a collaborative working relationship with the Executive Board to facilitate the timely approval of the committee's recommendations.
- Provide ongoing training and professional development opportunities for committee members to enhance their governance expertise and leadership skills.
- Continuously seek feedback and input from stakeholders to identify areas for improvement in the committee's processes and procedures.

Term Length

One Year. Each person is an active member of the committee for one year, with the term beginning after the annual conference in July of the first year and ending on June 30 of the following year.

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