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**TITLE**:

1. **PURPOSE**

To establish a standardized and unbiased process for the Nomination Committee (NC) to propose candidates for consideration as Officers and Members-at-Large to the IACRN Board of Directors (BOD).

**2.0 SCOPE**

This SOP applies to all members of the NC and others who may be involved in any of the processes related to proposing candidates for consideration for Officers and Members-at-Large to the IACRN BOD.

**3.0 DEFINITIONS**

**3.1** Nomination Committee: Will lead the process to identify candidates for upcoming BOD vacancies in the IACRN. The committee will consider and recommend to the BOD the process and criteria for the nomination of officers. The NC will call for candidates, vet and recommend qualified candidates for officers to the BOD for approval.

**3.2** Nomination Committee Chair: Will be responsible for sending NC annual goals to the BOD as requested and report Committee’s progress quarterly during Committee Chair Conference Calls. The NC Chair is selected by the BOD and reports directly to the BOD.

**3.3** Tenure: BOD Officers shall be elected for 2 years or until their successors are elected with the exception of the treasurer-elect which shall be a 1 year term. Their term of office shall begin on January 1st. No member shall be eligible to serve more than 2 consecutive terms in the same office.

**3.4** Please refer to IACRN *Bylaws Revised August 2012* for additional definitions

**4.0 RESPONSIBILITIES**

All members of the IACRN Nomination Committee, BOD and the IACRN Administration shall read, understand and adhere to this SOP.

**5.0 PROCEDURES**

**5.1**  The Chair will request from the IACRN Administrator a list of anticipated vacancies for the subsequent calendar year. This will be requested in January.

**5.2** The Administrator will provide the Chair with details of forthcoming vacancies within 2 weeks of receiving the request.

**5.3** In collaboration with the committee, the Chair will document a timeline of planned activities (i.e. call for applications, submission dates, Committee review and recommendation to the BOD).

**5.4** The committee will develop with a ‘Call for Applications’ and have it issued to the membership and posted on the website.

**5.5** The call will encourage interested applicants to contact the current post-holders for more information on the role.

**5.6** The first call shall be issued on the IACRN website and via email by July 1st

**5.7**  A second call for applications shall be issued via email by August 1st

**5.8** If a member of the NC seeks to be a candidate, he/she shall resign from the NC to ensure that there is no conflict of interest.

**5.9** The Chair will collate all of the applications for the committee to review. The NC will complete an IACRN Nomination Committee Application Shortlisting Template (v2) for each candidate.

**5.10** The NC will have a telephone conference to discuss candidate applications and refer to their completed Nominations Committee Application Shortlisting Templates (v2) to ensure a standardized, objective and unbiased review.

**5.11** The NC will request further details from candidates as required.

**5.12** All members of the NC will forward electronic copies of their completed NC Application Shortlisting Template (v2) to the NC Chair. These will be collated and sent to the BOD along with recommendations.

**5.13** The NC Chair will select and recommend qualified candidates to the BOD for approval by September 30th. This will enable successful candidates to be announced at the annual IACRN conference

**5.14** The NC will agree annual committee goals which will be submitted by the Chair to the BOD by November 1st

**6.0 REFERENCES**

*IACRN Bylaws August 2012*

**7.0 APPENDICES**

IACRN Nominations Committee Application Shortlisting Template (v2)

**8.0 FINAL APPROVAL SIGNATURE and DATE** [*All SOPS need to be reviewed, approved, signed, and dated]*

**9.0 REVISION HISTORY TABLE** [*Included at the end of each SOP and updated accordingly]*

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IACRN President DATE

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| Revision History |
| Original Approval Date:  | Version:  |
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| Review Date: Version: |
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