



## Professional Development Consortium

### **Nominating Committee**

**Timeframe/Term of Office:** 2-3 Calls prior to the Summer Conference

**Meeting Occurrence/Frequency:** Generally, teleconferences a couple of times, very short term commitment

**Typical number of members (to be adjusted as needed for special projects, e.g., potential branding exercise):** 3-4 members including the Immediate Past President of the Board of Directors who serves as the Chair

**Qualifications (should include some or all of the following):** Be a PDC Member

#### **Information:**

The Nominating Committee shall recruit and review nominees for the directors of the PDC. The Nominating Committee shall submit all nominees, who meet any required qualifications, to the Board of Directors for vote prior to the Summer Conference in order to be officially installed at the Summer Conference.

#### **Tasks:**

- Review nomination forms and determine if applicants meet the Board criteria
- Conduct phone interviews with applicants
- Confer with other committee members on who is the best candidate(s) to be put forward to the board for final approval