



## Nominations Committee Member

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| Position: Nominations Committee Member | Expected Duration: 3-4 months, approximately June-September |
| Reporting to: Board Advisor            | Expected # PDUs: hours served                               |
| # Positions Open: 2                    | Last Revised Date: 05/8/2024                                |

**Position Overview:** PMI recommends that nominations for chapter board/leadership positions should be overseen by a semi-autonomous body (a nominations committee), accountable to the chapter board/leadership, by the Board Advisor. The Board Advisor is the liaison between the Nominations Committee and the Board of Directors.

### Checklist for Nomination Events:

- Publication of elections announcements
- Opening call for candidates
  - Self-nominations: committee solicits for members to self-nominate
  - Board nominations: each board member submits nominee names at board planning meeting
  - Chapter nominations: committee solicits chapter members to nominate other chapter members
- Gathering of interest (if proceeding with self-nominations)
- Review interest statements
- Review candidates' references (optional)
- Candidate assessment
- Acceptance/rejection of candidates
- Communicate decision
- Publish list of candidates

### Qualifications and Education Requirements

- PMI knowledge and experience
- Member in good standing of PMI and PMI Central Alabama Chapter
- Ultimate team player - as a leader and team member
- Must be willing to commit to attending committee meetings, responding to emails and participating in chapter events and operations as appropriate

Nominations of all candidates must be finalized before the election process begins