**Job Description: Nominations Committee Member**

Members of the Nominations Committee (NC) are elected by the membership to represent the organization broadly in the selection of candidates for the NYSSA Board of Directors, future NC, and awards bestowed by NYSSA. In carrying out their duties, NC members strive to ensure that NYSSA members selected as candidates for the Board, NC, or NYSSA awards have been identified through a process which is accessible to all who are eligible and qualified. Moreover, NC candidates exercise their independent judgment in matching competencies and personal attributes of candidates to desired qualifications and characteristics for Board and NC roles in order to optimize the effectiveness and success of NYSSA. Committee members serve a 1-year term; it is possible that 1 of the 7 NC members may return to the NC the following year to provide institutional memory.

**Responsibilities**

* Attend all regular and special meetings of the NC.
* Prepare, for confirmation by the Board and election by the membership, a check ballot of up to 10 candidates for election to the NYSSA Board of Directors and up to 8 candidates for the 4 Regular Member slots on the next year’s NC.
* Nominate replacement Board members in the event of a vacancy.
* Solicit nominations for NYSSA Board and NC roles from committee leaders, staff, past and present Board members, the membership base, and interested members of the profession at large.
* Ensure that all interested candidates understand the qualifications and time commitment for the role, as well as the application process.
* Perform due diligence on candidates, including checking references and credentials and soliciting information regarding a candidate’s character, integrity, and competence.
* Exercise confidentiality and awareness while avoiding conflicts of interest in selecting candidates who possess the competencies necessary for effective performance on the Board or NC.
* Draft / update the Nominations Committee Manual.
* Select active members of NYSSA to be honored as Volunteer of the Year, NYSSA Young Investment Professional, and all other NYSSA honors to be awarded.
* Undergo training session to understand parameters of work and confidentiality.
* Sign all relevant NYSSA governance documents, including the NYSSA Code of Conduct and Ethics and Conflict of Interest Policy, the NYSSA Confidentiality Agreement, and the NYSSA Whistleblower Policy.

**Eligibility**

* No more than 3 Board members may serve on the NC, including the Chair and any Ex-officio members.
* After completing their term of service, all NC members must wait at least 3 years before returning to the NC.
* NC members must be Regular Members of NYSSA for at least four years, or at least two years for transfers who have been members for at least two years at another Society, from which they can provide a reference attesting to their involvement.
* Candidates for the Board in the current cycle may not serve on the NC.
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* Candidates for NYSSA awards may not serve on the NC.
* NC members must be Regular Members in good financial standing.