Position Title: Nominating Committee Member

Position Summary: Partners with Board, committee Chairs, staff and volunteers to achieve the committee's charge

Reports To: Nominating Committee Chair and partners with Director of Governance

Qualifications Required/Recommended Skills: FSAs (open call to members, recruited by the Governance and Policy Committee and appointed by the SOA Board). The Nominating Committee is representative of the SOA membership, and in any given year there may be specific recruitment for geographic location, areas of practice or employment type.

Term of Service: 3 years

Time Commitment:
- January-June: monthly (or more if needed) one hour conference calls
- May: one full day in-person meeting
- April/May: seven to nine 30-minute telephone interviews with potential candidates.
- September: one 60-minute post election conference call
- Additional preparation includes reading nominee questionnaires and other election material.

Meeting & Travel Requirements: One in-person (fly-in, fly-out) meeting during the month of May in Chicago near O'Hare airport to assemble the ballot. One in-person meeting during annual SOA meeting in October, one in-person meeting during Leadership Conference in November; both meetings at the discretion of the Nominating Committee members.

Responsibilities & Duties:
The primary responsibility of the Nominating Committee is to create a ballot with the best candidates for the annual Board of Directors election. This will be accomplished by following the election process and being familiar with the guiding documents (SOA Bylaws, election policies and guidelines).

Nominating Committee members must:
- Attend nominating committee meetings and conference calls unless prevented by a significant conflicting time demand;
- Participate respectfully in meetings (including conference calls) to the best of their ability;
- Treat all information and discussions in a confidential manner;
- Be open minded;
- Be respectful of different opinions;
- Be able to see the big picture; and
- Exhibit no bias to or advocacy for any candidate(s) or issue(s).

For more in-depth information regarding the Nominating Committee, please visit: http://www.soa.org/elections/ to review the elections policies and processes under the "Elections Information" area.