



Member of the Nominating Committee

Position Description / Roles and Responsibilities

Members of the Nominating Committee of the Illinois Chapter of the American Academy of Pediatrics (ICAAP) shall identify candidates for the ICAAP Executive Committee including the Officers (President, Vice President, Secretary, and Treasurer) and members-at-large. The Nominating Committee is chaired by the President-Elect (Vice President) and consists of four members each serving a staggered four-year term.

Members of the Nominating Committee are appointed by the current ICAAP Executive Committee after seeking applications from all ICAAP Members. The Nominating Committee seeks to identify candidates to serve on the Executive Committee which seeks to provide direction to and support all functions of ICAAP including education, advocacy, and all fiduciary and legal responsibilities.

Nominating Committee members are invited to attend and participate in all Executive Committee meetings as non-voting members.

Term:

One four-year term beginning in July of even years.

Time commitment:

Two to five hours per quarter

Qualifications:

A member of the Nominating Committee must be a current voting Fellow of the Illinois Chapter and the AAP. They should be actively involved in ICAAP programs and activities but not serve on the current ICAAP Executive Committee. They should have an understanding of the role of ICAAP in children's health in Illinois, its programs and funding, the vision for the future of the organization, and be able to identify pediatric physician leaders in Illinois to help achieve the goals of the organization.

Meeting requirements:

A Member of the Nominating Committee is required to attend the following meetings:

- Attend a minimum of three Executive Committee meetings over two years
- Attend meetings of the nominating committee (held in the fall of odd years) to determine candidates for the ballot

Powers and Duties of the Executive Committee from the Bylaws

- Attend at least three Executive Committees over two years
- Nominate two or more candidates for the offices of Vice President, Secretary, and Treasurer as further outlined in ICAAP's by-laws
- Nominate candidates for each open position on the Executive Committee
- Attend meetings of the Nominating Committee

Avoiding Conflicts

- Serve the Chapter as a whole rather than any special interest group or constituency
- Avoid even the appearance of a conflict of interest that might embarrass the Executive Committee or Chapter and disclose any possible conflicts to the committee in a timely fashion
- Never accept (or offer) favors or gifts from (or to) anyone who does business with the Chapter
- Clarify at outside meetings when you are representing the interests of the Chapter or your personal or professional interests
- Speak for the chapter only with explicit permission to represent the chapter

Nominations:

The nominating committee is appointed by the current ICAAP Executive Committee. **Candidate applications are due by midnight on Saturday, August 31st.**

Application form: <https://forms.gle/XdjiyPuBD26JMj1x8>