

**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:**

Most of the time commitment falls within the first six months of the year, particularly during the months of April and May.

- January-June: monthly (or more if needed) 60-90 minute virtual meetings
- May: one full day **in-person** meeting
- April/May: seven to nine 30-minute Zoom interviews with potential candidates, as well as an additional seven to nine 30-minute recorded interviews to watch.
- September: one 60-minute post-election virtual meeting
- November: one **in-person** meeting during the SOA Leadership Orientation Meeting
- 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 the SOA Leadership Orientation Meeting in November; both meetings at the discretion of the Nominating Committee members. Monthly virtual meetings from January through June.

**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 is accomplished by following the election process and being familiar with the guiding documents ([SOA Bylaws](#), [election policies](#) and guidelines, and the current [SOA Strategic Plan](#)).

Nominating Committee members must:

- Attend in-person and virtual meetings 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 "Election Process" area.