

Committee	Leadership Selection Committee
Committee Charge	Identify, evaluate and select qualified candidates for the election of Board positions. Provide ongoing leadership development.
Committee Responsibilities	<ol style="list-style-type: none"> 1. Review and recommend candidates to the Board for the NAMSS Medical Services Hall of Fame. 2. Review and recommend candidates to the Board for the NAMSS Fellows Program 3. Update the Nominations and Elections of NAMSS Officers and Board Members policy and supporting materials prior to the start of the nominations process. 4. Recommend a slate of Officer and DAL candidates for Board approval. 5. Following approval of the slate, evaluate the nominations process and make recommendations for improvements.
Committee Composition	<p>The Leadership Selection Committee is comprised of the Immediate Past President serving as Chair, the Immediate Past Chair, at least one current Board member, two state leaders and two active NAMSS leaders (Committee Chairs, Board members and/or Public Member of the Board).</p> <p>The Executive Director serves as an ex-officio member with voice but no vote.</p> <p>Additional members may be assigned to the committee as determined by the Chair based on committee workload (number of candidates). Chair shall recommend additional members to the NAMSS President for approval.</p>
Membership Term	All committee members with the exception of the Chair serve a one (1) year term and are eligible for reappointment for up to two additional terms (up to three years of service). The Immediate Past President serves a one-year term as Chair, and a subsequent year as Immediate Past Chair after which they are not eligible for reappointment. Terms run January 1 st – December 31 st .
Expected Commitment	<p>Committee shall meet monthly to conduct business (review policies, procedures, recommendations as appropriate, leadership education, etc.). Committee members shall be assigned candidates for interviews, evaluate professional references, and scoring grid. On occasion, face-to-face interviews may be conducted in person or via electronic means.</p> <p>Committee members should attend all committee meetings unless excused by the Committee Chair.</p> <p>The time commitment is 3 to 20 hours monthly with the largest commitment during the summer months.</p>
Selection/ Appointment	Committee members are appointed by the President-Elect with input from the current and incoming Committee Chairs. Prior to being appointed, the current Chair must ensure that incoming members do not wish to run for a Board position the two years immediately following their last term on the committee.

Committee Member Qualifications	Committee Members: <ol style="list-style-type: none"> 1. Must be a current NAMSS Board member, state leader or active NAMSS leader as outlined under Committee Composition. 2. Must be able to carry out the work of the committee including candidate and reference interviews, committee conference calls, etc. 3. Must be well versed in the current NAMSS Strategic Plan 4. Must adhere to the NAMSS Principles of Leadership 5. Must be a NAMSS member in good standing. 6. Must hold a current NAMSS certification (either CPCS or CPMSM). 7. Must sign and adhere to the NAMSS volunteer leader agreement.
Roles and Responsibilities	<u>Makes Decisions</u> <ol style="list-style-type: none"> 1. On professional reference and candidate interview questions, scripts and written evaluations 2. On candidate application and interview tools 3. Changes to the candidate ranking grid <u>Makes Recommendations (to the Board)</u> <ol style="list-style-type: none"> 1. Nomination of Board Members policy changes 2. Slate of Candidate for Officers and Directors At Large
Staff Liaison(s)	Heather Nelson, Operations Senior Coordinator hnelson@namss.org (202) 367-2459 Caitlin Hardy, Operations Manager chardy@namss.org (202) 367-2460 Kirsten Shaffer, Executive Director kshaffer@namss.org (202) 367-2392