

**OFFICE:**        **Nominating Committee Member**

**BYLAW DUTIES**:    The Nominating Committee shall:

1. Submit Chapter recommendations for candidates for Association offices, task forces and committees.
2. Prepare a slate of candidates for Chapter offices and elected committees.
3. Compile a slate of candidates to serve as Chapter delegates to the House of Delegates for presentation to the Chapter membership at its meeting the year before the Association Annual Conference.
4. Prepare a slate of candidates(s) to fill a position of the Chapter Board of Directors created by a vacancy occurring prior to the Annual Chapter meeting in the first year of a two-year term for election by electronic means (or by mail ballot if requested) as provided in these Bylaws.

**ELECTION**: The Nominating Committee shall be composed of three (3) members elected by the Chapter membership at the annual session of the Chapter. One member shall be elected annually and shall serve a term of three (3) years.

**RESIGNATION:** Letter of resignation shall be submitted to the Chapter Board of Directors

**DISMISSAL:** May be dismissed by the Board of Directors for failure to attend meetings, failure to fulfill responsibilities and non-compliance with policies and procedures. Appeal of the dismissal must be submitted in writing to the Board of Directors.

**BENEFITS:** By contributing governance and visionary leadership you help the Chapter move forward in accomplishing our mission. You may also advance your knowledge and skills in business management through your participation on a Board level as well as training opportunities and interaction with Chapter staff.

**TIME COMMITMENT:** Requires approximately 6 hours per month between meetings and report writing.

**QUALIFICATIONS:** Must be an INAPTA PT, Life Member PT, PTA or Life Member PTA in good standing. In order to be successful, a basic knowledge of computers is required for reporting and email purposes.

**EVALUATION:** The INAPTA Board President will contact you prior to the end of your term for feedback on your experience as a volunteer leader. This will be used to update job descriptions and orient future INAPTA leaders.

NCMEMBER: 7/15/89

Rev.            12/3/06, 3/17/14, 12/02/16