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**POSITION:** 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) PT, PTA or Life Members elected by the Chapter membership who have been in good standing in the Association for at least two (2) years immediately preceding the election. The position will be elected annually and assumes office on the first day of the month after announcement of election results.

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

**EVALUATION:** The Chapter 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 Chapter leaders.

NCMEMBER: 7/15/89

REV: 12/3/06; 3/17/14; 12/02/16; 3/4/19; 10/11/19