



**Nominations Committee Chair
Job Description
7.6.14**

Term

- **Two Years**
- Shadowing for the role begins in mid-September through December of the year leading up to term.
- Nominations Chair will take office at the Annual Chapter Meeting in December.

Description of Role

The Nominations Chair is responsible for gathering nominations for vacant Executive Board positions and committee chair positions. Additionally, the Nominations Chair is responsible for the creation and distribution of IATA's Executive Board electoral survey.

Desired Attributes

Organized; Excellent communication skills; Great networking skills; Strong attention to detail; Must have knowledge of IATA & board job descriptions; Ability to work independently and as part of a team

Responsibilities

- Maintain membership in IATA and AATA
- Attend and actively participate in all Board and Chapter Meetings
- Assist President in preparing and submitting Chapter paperwork as delegated.
- Set annual goals at first board meeting
- Keep BOD informed through direct report to the Board Committee & Community Liaison as well as through attendance at board and chapter meetings, and written reports.
- Form a committee and lead committee meetings
- Take on additional responsibilities as requested by President.
- Gathers nominations for vacant Executive Board positions and committee chair positions.
- Communicates with the art therapy community about the benefits of being involved in IATA.
- Recruits nominees by talking with art therapists and art therapy students at art therapy related events.
- Corresponds with potential nominees via email and phone about position details.
- Communicates with Executive Board to gather recommendations for nominees.
- Communicates with Executive Board about potential nominees.
- Gathers the following documents from all nominees: curriculum vitae / resume, statement of intent, photo and a short bio (documents then submitted to executive board for review).
- Creates and distributes an online ballot for the electoral vote process. This can be created by using Survey Monkey. Survey Monkey can be found at: <https://www.surveymonkey.com>.
- Works with Marketing and Communications committee to advertise nominations process on IATA website and through E-Alerts.

Nominations Time Line

- Ongoing- gather nominations to fill vacancies
- August- send out electoral vote survey to membership for Executive Board Positions



- September- Communicate to Executive Board results of election and send nominee information for open committee chair positions to Executive Board for Executive Board appointment of Committee Chairs
- October- Announcement of newly appointed Executive Board members and Committee Chairs at Annual Conference by President

Approximate Time Commitment Per Week:

October-July: 1-2 hours per week

August-September: 3-4 hours per week