

Nominating Committee Member

As an elected member of the AAO-HNS Nominating Committee, the role of the member is to provide the voting membership of the AAO-HNS with a slate of candidates that have been determined to be the “best of the best” to carry on the leadership of the Academy, and be individuals with perspectives that represent the varying interests and concerns of the general membership of the Academy.

Election and Term of Office:

- Twelve (12) voting Fellows or Members of the Academy who are not members of the AAO-HNS/F Boards of Directors. Four of the latter twelve members of this committee shall be elected from eight voting Fellows or Members nominated by the Nominating Committee annually, and shall serve a three-year term.
- Six of the twelve nominees shall be primarily in private practice and shall run against each other for the two positions reserved for private practice designees and the other six nominees shall be academicians who shall run against each other for the two positions reserved for academicians. In this manner, two seats on the Nominating committee shall be filled by private practitioners and two seats will be filled by academicians each year.
- Elected members of the Nominating Committee shall be ineligible for a second term until three years have elapsed following the close of their first term.
- Voting for the election of Nominating Committee members shall not be cumulative.

Role / Authority (as specified in the bylaws of the organization):

- The Nominating Committee shall determine what offices, positions on the Board of Directors, and positions on any committees (including positions on the Nominating Committee) shall become vacant to be filled by election of the membership and shall publicize that information.
- The Committee shall have the power to nominate individuals for those positions and shall accept other nominations submitted by petition(s) signed by at least one percent of the voting Fellows and Members, which percentage shall be certified by the Secretary-Treasurer based on the prior year’s membership records.

Yearly Time Commitment of Nominating Committee Member:

- Participate in a committee meeting held at a specified date/time during the AAO-HNSF Annual Meeting & OTO EXPOSM. This initial meeting of the committee serves to orient members to specific processes, tasks and responsibilities. Newly elected members will be assigned a mentor to help guide him/her through the nominee process. (1 hour)
- Participate in a 1-day committee meeting held the second Friday in January at the AAO-HNS headquarters in Alexandria, VA (preparation for meeting: 3-5 hours; meeting time: 9AM to 3PM).
- Participate on committee conference calls as needed and requested on a date and time set by the committee chair (evening calls / 1.5 hours).
- Actively reach out and make contact with potential nominees; relay position responsibilities and job descriptions; provide link to the forms which candidates are required to submit as part of the application process; advise candidates of deadline for submission; follow-up with potential nominees (8-12 hours, depending on number of individuals contacted)
- Solicit recommendations/input from Academy members for potential nominees (2-3 hours).

Responsibilities of Nominating Committee Member:

- Nominating Committee members are entrusted and obligated to not disclose or share any information, discussions, emails, or comments, made during the Committee’s conference calls and meetings. This obligation does not end; it is into perpetuity.

- Must complete an online disclosure form no less than 30 days prior to a meeting of the committee.
- Each member of the Nominating Committee must familiarize themselves with the responsibilities, duties and time commitment for each elected position.
- Each member of the Nominating Committee must submit at least two (2) private practitioner and two (2) academician nominees for every elected position. Committee members are considered “sponsors” of nominees whom they present for consideration and must be familiar with the nominees’ qualifications, integrity, and dependability to serve in the elected position for which the nominee is being recommended.
- The Nominating Committee shall assure that there are at least two nominees for each position which shall become vacant, provided, however, that the Nominating Committee need not assure that there are at least two nominees for a position where an incumbent is being nominated to serve an additional term.
- In odd years, the Nominating committee shall select two nominees for President-elect who are academicians, and in even numbered years, the Committee shall select two nominees for President-elect who are private practitioners.
- In no instance shall any member of the Nominating Committee be nominated for any Academy position while he or she serves on the Nominating Committee.
- Adhere to the organization’s bylaws and policies and other important documents of the organization.
- Meet appointed deadlines.
- Be willing and able to devote the necessary time throughout the entire elected/appointed term of service.