**Committee on Directorship Description**

**Committee Responsibilities and Duties**

1. It is the responsibility of the committee to secure candidates for the ballot and present a slate of qualified, acceptable candidates the membership for a vote.

2. The committee will review on an annual basis the structure of the board and the corresponding committees to insure compliance with the AFP (CHAPTER NAME) mission and strategic goals and objectives.

3. The committee will address structure and logistical issues as requested by the President and the executive committee.

4. The committee members shall consider the specific discussions related to potential nominees to be confidential. Committee members are prohibited from disclosing potential and final nominees to the membership.

5. Copies of all committee action notes, minutes and final correspondence to potential nominees will be forwarded to and retained by the committee chair. All such documents or communications are strictly confidential. Committee records are kept in accordance with the records retention policy of AFP (CHAPTER NAME).

6. Committee members will recruit potential candidates by contacting board members, committee chairs and other interested members to encourage interest in leadership.

7. Committee members will participate in the Committee on Directorship meeting to select the slate of candidates for presentation to the board.

8. Conduct a Board Member Evaluation.

**C. Committee Chair Responsibilities and Duties**

1. Review the policies and procedures of the Committee on Directorship with the committee members and staff, create forms and materials required for the activities of the committee, and insure that all such activities are in compliance.

2. Develop a calendar to include:

a. Final date for receipt of nomination forms.

b. Deadline for distributing all potential nominee information to committee members.

c. Date of meeting to develop nominee slate.

d. Date to present slate of candidates to board.

e. Deadline for notification of candidates of final slate

f. Deadline for notifying all candidates of the election results

3. Ensure all potential nominees are notified of final slate and all elections results

4. Preside at all Committee on Directorship meetings, insuring that a slate is prepared in accordance with the Committee on Directorship procedures.

5. The committee chair prepares a report of the recommended slate of candidates and will insure all candidates are notified.

6. Present the election results to the membership at the Annual Meeting.