**Job Description: Nominations Committee Chair**

The Nominations Committee (NC) Chair is elected by the membership to represent the organization broadly and guide the NC in the selection of candidates for the NYSSA Board of Directors, future NC, and awards bestowed by NYSSA. The NC Chair provides guidance to ensure that the NYSSA nominations process is accessible to all who are eligible and qualified. The NC Chair provides leadership and training to NC members to help them to exercise their independent judgment, avoid conflicts of interest, and engage in discussion about the NC process with the NYSSA membership base in an appropriate way that protects confidentiality. The goal is for the NC to succeed in matching competencies and personal attributes of candidates to desired qualifications and characteristics for Board and NC roles in order to optimize the effectiveness of NYSSA.

**Responsibilities**

* Attend all regular meetings of the NC.
* Guide the NC in the preparation, for confirmation by the Board and election by the membership, of a check ballot of up to 10 candidates for election to the NYSSA Board of Directors and up to 8 candidates for the 4 Regular Member slots on the next year’s NC.
* Nominate replacement Board members in the event of a vacancy.
* Solicit nominations for NYSSA Board and NC roles from committee leaders, staff, past and present Board members, the membership base, and interested members of the profession at large.
* Ensure that all interested candidates understand the qualifications and time commitment for the role, as well as the application process.
* Serve as the committee contact person who responds to and resolves any questions or concerns about the process, particularly from candidates.
* Oversee due diligence on candidates, including checking references and credentials and soliciting information regarding a candidate’s character, integrity, and competence.
* Provide training to NC members on confidentiality and exercising awareness while avoiding conflicts of interest in selecting candidates who possess the competencies necessary for effective performance on the Board or NC.
* Maintain the matrix of Board member and candidate qualifications.
* Maintain the matrix of NYSSA committees to ensure broad representation, considering both size and activity level.
* Draft / update the Nominations Committee Manual.
* Select active members of NYSSA to be honored as Volunteer of the Year, NYSSA Young Investment Professional, and all other NYSSA honors to be awarded.
* Follow up with unsuccessful candidates to share areas for improvement to allow for a future successful candidacy.
* Sign all relevant NYSSA governance documents, including the NYSSA Code of Conduct and Ethics and Conflict of Interest Policy, the NYSSA Confidentiality Agreement, and the NYSSA Whistleblower Policy.

**Eligibility**

* The NC Chair is preferably a past NYSSA Chair of the Board, and if possible, the immediate past Chair.
* No more than 3 members of the NC may serve on the Board, including the Chair and any Ex-officio members.
* After the end of their term, all NC Members must wait at least 3 years before returning to the NC.
* NC members must be Regular Members in good financial standing.