



Roles and Responsibilities Nominations Committee

SUMMARY:

Members of the nominations committee will identify candidates for positions on the Board of Directors and other ANA-MI committees. Monitor the composition and qualifications of the board and committees to ensure they are representative and responsive to the membership. Determine which awards are provided by the Association, write the descriptions and make the determinations.

TERM OF OFFICE:

Nominations Committee members are elected by the Members for a term of two years.

SPECIFIC RESPONSIBILITIES:

The following responsibilities are in addition to those outlined in ANA-Michigan Bylaws related to the nominations committee:

1. Understands the Nominations Committee functions related to Call for Committees, Call for Candidates, Slate of Candidates, Ballot, and Awards as identified in the ANA-MI Bylaws and Policies & Procedures.
2. Promote the development of potential future leaders.
3. Ability to assess background and talents of potential candidates in relation to job responsibility to be fulfilled.

QUALIFICATIONS:

Must be a current ANA-Michigan and ANA member in good standing and have at least one (1) year of active participation. Have a current and unrestricted RN license to practice in the State of Michigan. May not concurrently serve as an officer or liaison (or its equivalent) of another organization if such participation might result in a conflict of interest with ANA-Michigan, as determined by the Board of Directors. Must have a familiarity with the ANA-Michigan bylaws, mission, programs and a working knowledge of the organization and specific responsibilities for all elected positions. Not serving in a current elected position within ANA-Michigan. In addition, nominations committee members aren't eligible for awards while serving on the committee.

TIME COMMITMENT:

The following is an estimate of time spent in fulfilling the duties of this office:

- Attendance at committee meetings which average between 5 and 7 meetings a year (meetings are held by phone/video), meetings are typically an hour long;
- 2 days each year, to attend the ANA-Michigan Annual Conference & Membership Assembly Meeting;
- Average 2 hours a month, reading materials and responding to emails from ANA and ANA-Michigan.

ANA-Michigan Board of Directors Approved June 4, 2025.