



Certification Council Nominating Committee Committee Charter

I. Committee Objective

The Certification Council ("Council") Nominating Committee is responsible for assembling the slate of candidates for openings for Specialty Representative-elects on the Council. The committee will review the pool of interested candidates to prepare a ballot of the most qualified and diverse leaders with the necessary competencies and skills to serve the organization.

II. Committee Member Responsibilities

1. Work with staff to develop the Council application and candidate selection process.
2. Recruit volunteer leaders who would be qualified and eligible for the ballot.
3. Prepare a diverse ballot of qualified candidates for open Council positions.

III. Chair Responsibilities

The chair is a volunteer leader who guides the committee in the execution of its oversight duties related to nominations, ballot development, and elections. The chair is the primary liaison between the staff liaison and committee members. The chair works with the staff liaison to organize committee meeting agendas and facilitate committee meetings. In advance of Council meetings, the chair helps prepare committee reports and works with the staff liaison to communicate updates to the Council and the committee. Additional chair responsibilities include participating in committee email communications, committee calls and leadership training.

IV. ACVIM Office Responsibilities

The ACVIM Office is invested in the success of the committee and aims to support the work of the volunteers to the best of its ability. The staff liaison's role is to support, guide, and provide context to the committee's work and scope. While they will be available to all committee members, staff liaisons will specifically work closely with the committee chair to guide the work of the committee to meet the objectives of both the committee and the ACVIM.

In addition to providing guidance from the ACVIM, staff liaisons will also:

- Provide all the logistical support for finalizing candidates and preparing the election each year.

V. Time Commitment, Term Lengths, and Term Dates

Time Commitment: 15-20 hours annually, concentrated during the months of June-August.

Term Length: 3 years*

**If a committee member moves into a leadership position within the committee (Chair) additional time may be added to their commitment to fulfill this role.*

Term Dates: January 1 – December 31

VI. Committee Meetings & Communication

Business throughout the year is conducted via video conference or ACVIM360 communication. All work is done remotely.

VII. How Committee Members and Chair are Appointed

The committee is comprised of one representative from each specialty, with the Chair serving as both their specialty representative and chair of the committee. New committee members are identified from submissions and interest indicated through the annual ACVIM Call for Volunteers and are selected to meet the diverse representation needs of the committee and confirmed by the Certification Council.

Chairs are identified from current committee members and are appointed to the role by the Certification Council.

VIII. Removal from the Committee

For its committees to thrive, the ACVIM relies on the commitment of its volunteers in completing their work and upholding the ACVIM's mission, vision, and values. If it is identified that a committee member is not fulfilling their responsibilities as outlined in the committee SOP or Volunteer Role Description, the member is not acting according to the ACVIM Board of Regents and Volunteer Code of Conduct or the ACVIM's member Code of Conduct, or if the volunteer is found to be inhibiting the committee in any way, the ACVIM may remove that volunteer from the committee. Before removal from the committee, the staff liaison, Committee Chair, and/or the Governance & Volunteer Manager will make efforts to provide feedback to the volunteer in question. If the volunteer does not show immediate and sustained improvement, the ACVIM may recommend to the Certification Council that the volunteer is removed from the committee.

The ACVIM understands that our volunteers step forward with the intent to fully serve throughout their term. Yet, due to unforeseeable circumstances, volunteers do have the option of stepping down from a committee by notifying their Committee Chair, staff liaison, and/or the Governance & Volunteer Manager.