



Pediatric Endocrinology Nursing Society
4400 College Blvd, Suite 220, Overland Park, KS 66211
Phone: 913-222-8657 and 877-936-7367
Fax: 913-222-8606
Email: pens@kellencompany.com

Advancing the art and science of pediatric endocrinology nursing.

www.pens.org

Nominating Committee Member

The PENS Nominating Committee is unlike general standing committees in that it is comprised of individuals who are elected by membership during the annual election process rather than appointed by the board.

The Nominating Committee's primary functions are as follows:

- Solicit candidates for the leadership of the organization
- Oversee the annual elections
- Make recommendations to the board of any suggested change in the elections process.

Committee's Long and Short Term Goals

The Board of Directors has established the following long term goals for the PENS Nominating Committee:

- Foster and promote leadership within the society.
- Ensure a well-balanced ballot in terms of candidates' practice setting, geographic location, and level of education.
- Ensure the policies governing the elections are current and relevant.

The Nominating Committee has established the following short term goals as strategies for achieving the long term goals in conjunction with the Strategic Plan:

- Promote the leadership opportunities available to PENS members.
- Submit articles for the newsletter to encourage members to run for office.
- Review policies and procedures and bylaws governing elections annually.
- Develop membership recruitment and retention strategies
- In conjunction with conference planning committee, plan and coordinate the New Member/Past President Reception.

Committee Member's Responsibilities

- Attend a minimum of 75% of all calls/meetings.
- Participate in the discussion of the committee by conference call and by email.
- Recruit potential candidates for various leadership positions on the ballot.
- Accept assignments as delegated by the Chair. Examples of delegated tasks include the following:
 - Write articles for the *PENS Reporter* or messages to members to be sent via email.
 - Follow up with members to encourage them to consider running for office.
 - Review candidate materials to determine eligibility of each nominee.
 - Participate in the slating of the ballot.

Meetings

The committee meets via conference call approximately six times per year and in person at the annual conference.

Term

Committee members serve a term of two years, which runs from conference to conference of each year.