NOMINATING COMMITTEE CHARGE

PURPOSE

The Nominating Committee is responsible for identifying, evaluating, and recommending a qualified and diverse slate of candidates for election to the TSAE Board of Directors. The committee considers the current and future leadership needs of the Association and recommends candidates whose experience, perspectives, and competencies best support TSAE's mission, strategic priorities, and long-term success.

DESCRIPTION

The Nominating Committee consists of a maximum of six (6) members, including the Immediate Past Board Chair, who serves as Committee Chair, one (1) additional Past Board Chair, the Chair-Elect, the Executive Director (non-voting), one (1) Affiliate member, and one (1) Association Executive member. Committee appointments should reflect a broad understanding of the Association and its membership.

In carrying out its responsibilities, consider how recommendations support broad member engagement, accessibility, and opportunities for participation across the Association, ensuring the committee's work embraces diverse perspectives, equitable opportunities, and inclusive practices.

RESPONSIBILITIES

1. Review applications and nominations for Board service.
2. Evaluate candidates using established leadership competencies, Board composition priorities, and the current needs of the Board.
3. Conduct interviews with selected candidates.
4. Recommend a final slate of candidates to the TSAE Board of Directors for approval.
5. Periodically review the Board composition matrix and identify leadership experience, competencies, and perspectives that will strengthen future Boards. Consider factors such as organization size, geography, career stage, lived experience, professional expertise, and association type.
6. Coordinate with the Board Development & Leadership Committee regarding long-term leadership succession planning while maintaining the committee's independent responsibility for candidate evaluation and slate recommendations.
7. Periodically review and recommend improvements to the Board application, interview, evaluation, and nomination processes.

MEETINGS

The Nominating Committee will meet throughout the year as needed to fulfill its responsibilities. Meetings may include:

- A review of Board composition, leadership needs, and the nomination process.
- Meetings to review applications and conduct candidate interviews.
- A post-election meeting to evaluate the nomination process and recommend improvements.
- Committee business may also be conducted through virtual meetings or electronic communication.

REPORTING

The Nominating Committee Chair is responsible for presenting the committee's recommendations to the TSAE Board of Directors with the assistance of the committee staff liaison. The TSAE Board of Directors retains responsibility for approval of the final slate of candidates.

ANTI-TRUST

Because of potential federal anti-trust violations, no committee member is authorized to discuss supplier pricing, including menu prices, special event prices, etc., or to enter into contractual agreements on behalf of TSAE.

STAFF LIAISON

Executive Director