



Nomination Committee Charter

Updated and Approved: September 25, 2025

Purpose Statement

The purpose of this committee is twofold. The first responsibility is to identify, recruit and vet members for AAAEM Officer positions. The second responsibility is to establish, advertise and nominate award recipients.

Committee Creation

November 1, 2023

Scope:

The Nominating Committee will recommend qualified candidates and review nominations for the vacancies in the elected officer positions of the Executive Committee. The Committee will ensure that candidates for Secretary have shown evidence of involvement with the Academy.

The Committee will be responsible for the periodic review of the awards and the annual review of submissions of candidates for awards established by the Academy. The Committee will recommend awardees to Executive Committee.

Membership

The Nominating Committee shall be chaired by the Immediate Past President of the Academy (1-year term), the President, and at least two additional members from the general membership. Other Past Presidents may serve on the committee. Members of the Nominating Committee may not be considered for elected officer positions while they are serving on the Nominating Committee unless they recuse themselves from participation for that specific event.

Regular or Standing Activities of the Committee

1. Evaluate and recruit up to three candidates for the Secretary position
2. Evaluate and recruit up to six candidates for the Member-at-Large positions
3. Review and evaluate award guidelines bi-annually
4. Advertise and promotion awards
5. Evaluate and recommend award recipients to Executive Committee

Committee Member's Expectations/Commitments

1. Committees' members are aware of the role of the committee
2. Committees make a critical contribution to the academy, but they do not replace the responsibilities of the executive committee

3. Committees lead the executive committee in making informed judgments about current operations and the future of the organization
4. Committees evaluate their work annually
5. The committee chair, as the liaison to the executive committee, consults frequently with the executive committee
6. Committee members make a commitment to participate actively in the committee's work, including substantive participation in committee meetings and discussions
7. Members stay informed about committee matters, prepare themselves well for meetings, and review and comment on minutes and reports
8. Committee members volunteer for, and willingly accept assignments, and complete them thoroughly and on time.
9. Committee members get to know each other and build a collegial working relationship that contributes to, and enhances consensus.

Guidelines for Interaction

1. Keep phone calls, texting, emails, etc. to a minimum
2. Set and keep a professional and positive tone
3. All questions are welcomed, and all perspectives are valued
4. Don't dominate the discussion; be mindful of others and try not to let your question (or answer) run on

Relationship to Other Committees

1. Work with the Communication committee to advertise awards
2. Work with Membership Committee to identify current members
3. Present to the Executive Committee, both candidates for the Executive Committee and award recipients.

Meeting Schedule

Occasional meetings, starting in August. Executive Committee call for nominations occurs in September.