Nominating Committee

Committee Description: We are responsible to ensure that all elections, outside of the internal Board of Directors elections, are done according to the ACS bylaws, and that there is a determined effort to be fair minded with great outreach to insure an inclusive environment.

Roles & Responsibilities:
- **What does the committee work on?** Making sure that all candidates for the BOD or any ACS awards are informed and vetted.
  - Each year the Nomination Committee:
    - Makes sure that notices go out to ACS members to nominate fellow members for the Board openings, as well as any ACS awards.
    - Reach out to people who are nominated and relates responsibilities and expectations.
    - Once the elections are over, we reach out to all candidates to inform them of results.
- **Is any travel required?** No travel is required.

Time Commitment:
- **What months are busiest?** The busiest months are at the beginning of the year, to set up the election for the Board of Directors
- **How many hours are generally expected of a committee member each month?** At the busiest time, about 5-6 hours a month
- **How long are members expected to participate on the committee?** The committee is selected yearly by the President of the ACS Board

Desired Skills:
- **Are there any skills that are required?** It is helpful for committee members to have been an active participant in the ACS for a few years at least.

Current Meeting Schedule:
- Around Feb and March, it is helpful to meet biweekly, and in April, May, and June one a week.
- It is important to attend all meeting to maintain continuity.