

## Nominating Committee Charter

*Last revised March 2025*

### **Purpose**

The purpose of the International Association of Professional Security Consultants Nominating Committee is to identify and nominate, dedicated and competent candidates for Board of Directors and Executive Committee Officer positions to govern the Association.

### **Vision**

To identify and seek out leaders in the organization that are interested in a governance role for the IAPSC and to identify the best officer candidates to lead the organization.

### **Key Responsibilities**

Assemble a committee of three members, led by a member in good standing with leadership experience in the organization.

As board activities are both a time commitment as well as a financial one, it is important to identify and seek out candidate members who are secure and stable in their practice, financially viable and are members in good standing.

Experience has informed us that new members who want to be on the board, are often excited for the opportunity to join the board, but don't have the time or financial wherewithal to make a two-year commitment when they are trying to get their consultancy established. This has resulted in board members not attending meetings or quitting the organization. This has been harmful to the individual as well as the IAPSC. A key responsibility is to find candidates who have demonstrated their viability and willingness to participate, understanding the time and financial obligations that are a part of serving.

### **Primary Responsibilities**

- Solicit nominations and qualifications statements
- Review the nominations and qualifications statements submitted online
- In conjunction with the IAPSC Association Management Company, the Chair ensures that qualifications statements are posted online and available for members to review and that the IAPSC Association Manager emails instructions on voting and the link to vote to all eligible voting members and then receives and tallies the electronic ballots
- Ensure that the IAPSC Association Management Company sends an email reminding members to vote approximately thirty days in advance of the final day to vote
- Inform all winners of the election prior to announcing the new slate of Officers and Board of Directors virtually



- Announce the new slate of officers and Board of Directors via the IAPSC newsletter or a special email

### **Committee Meetings**

Identify and nominate candidates for the board and officer positions each year. The President should appoint the Nominating Committee Chair before the end of the second quarter so that the Chair can select their committee and begin to identify and recruit candidates. This typically requires a series of virtual meetings for organization, strategy for identifying candidates, notification of the process, and division of labor among the committee.

### **Committee Members**

The Nominating Committee should consist of three IAPSC members with a good knowledge of the membership and who can recognize potential leaders from among them.

### **Process**

The Nominating Committee may choose to nominate candidates, receive nominations from other members or both. This begins with a notification that nominations are open and a solicitation for qualifications statements. It is important that the committee members take the time to learn as much as they can about the proposed candidates. This raises the bar on the process and results in what is hopefully continuous improvement.

### **Collaboration with Other Committees**

It is helpful to speak with and be cognizant of the activities of other committees to see their successes and to better identify persons with good leadership skills as potential officer and board member candidates.

### **Resources and Budget**

There is no financial outlay or budget associated with this committee. Ballots are issued electronically by the Association Management Company and the Association Management Company is responsible for validating election results.

### **Annual Goals**

To identify and put forth the highest quality slate of officers and board members to serve in leadership roles in governing the IAPSC.

### **Compliance and Calendar Activities**

The Nominating Committee has a responsibility to get candidates selected, solicit qualifications statements, and distribute electronic ballots at least 60 days in advance of the end of the calendar year. The Association Management Company receives the electronic ballots, has the responsibility to validate the election results and notify the Nominating Chairperson of the election results. All individuals who ran for a position will be notified prior to any public announcements. Once that has been completed, the Association Manager will notify the



Executive Committee and the Board of Directors of the findings prior to announcing the election results publicly. The winners will be announced electronically via the newsletter or a special email to the membership.