**IEEE SEM Nominations and Appointments (N&A) Committee**

**MISSION:**

 Promote the timely election and appointment of volunteers and officers within the IEEE Southeastern Michigan (SEM) Section, its Standing Committees and geographic units [1]:

* Affinity Groups,
* Technical Chapters,
* Student Branches, and
* Eta Kappa Nu (HKN) Branches.

**VISION:**

 Be the resource organization for IEEE SEM member assignment to available volunteer and leadership positions.

**GOAL:**

* Maintain the SEM volunteer and officer corps at levels consistent with Section needs.

**Objectives:**

* Manage elections for the Section and its geographic units.

***Note:*** *All Standing Committee positions are appointed, not elected. Between elections, all officer replacements due to vacancies are by appointment by the relevant Chair.*

* Promote the appointment of volunteers and officers when vacancies occur.
* Maintain and publish the SEM Organizational Roster and maintain the vTools Officer Registry consistent with latest election results and current appointments.
* Coordinate activities with the Education Committee and Technical Activities Committee to achieve appropriate levels of volunteer and officer training.

**Composition of the N&A Committee:**

* **NOTE:** As per the IEEE Member and Geographic Activities (MGA) Operations Manual, no current member of the N&A Committee may be nominated for any elected position within the Section, nor may they hold elected office within the Section during their service on the N&A Committee.
* The N&A Committee shall be composed of a
	+ Chair,
	+ Secretary,
	+ Vice Chair,
	+ Director of Elections,
	+ Director of Appointments,
	+ Any other supporting members appropriate to its mission and objectives.
* Members of the N&A Committee are appointed by the N&A Committee Chair.
* N&A Committee appointments are for 2 years, with the possibility for re-appointment.
* Funding support for all N&A Committee activities is carried out using regular process as outlined in the Section financial policies. Specifically, all expenses must be submitted to the Section Treasurer, reviewed and approved by the Finance Committee, and, finally, approved by a vote of the Executive Committee (ExCom).

**Duties of the N&A Committee Officers:**

The fundamental duties of the officers of the N&A Committee are as follows:

**Chair:**

The N&A Committee Chair shall lead the committee to accomplish its primary objectives on time and coach the other N&A Committee members in the performance of their functions.

**Vice Chair:**

The Vice Chair shall assist the N&A Committee Chair in accomplishing the objectives, represent the committee in the Chair’s absence, and provide oversight of other committee functions to ensure both the accuracy and timeliness of individual tasks.

**Secretary:**

The Secretary shall organize and conduct the particulars of regular N&A Committee meetings and other group functions, as well as, act as the primary point of contact between the committee and the ExCom. The Secretary shall ensure timely updates of the primary committee documents: The Organizational Roster and the vTools Officer Registry. The Secretary shall also ensure timely updates to the files containing the SEM Standing Committees Charters, and the files containing the Job Descriptions.

The Secretary shall work with the Director of Elections and Director of Volunteer Search and Appointments to maintain the Organizational Roster and the vTools Officer Registry to be consistent with Volunteer Appointments and Election results, as they occur.

**Director of Elections:**

The Director of Elections shall manage the elections for Officers of SEM Section and its geographic units on a yearly basis according to the following schedule:

* By the last day of March: Announce upcoming Elections to all SEM members;
* By the last day of July: Announce nominations for ballots to all SEM members;
* By the last day of August: Collect ballot nominations from candidates;
* By the last day of September: Build the Election ballots for all Officer positions in the vTools system;
* By the last day of October: Conduct the Election through the vTools system;
* By the last day of November: Collection and determination of Elections results according to the vTools system;
* By the ExCom meeting in December: Report Election results to the SEM ExCom.

The Director of Elections shall work with the Secretary and Director of Appointments to maintain the Organizational Roster and the vTools Officer Registry consistent with Election results as they occur.

**Director of Appointments:**

The Director of Appointments shall assist the Chairs of Committees and geographic units with finding replacement when circumstances cause a vacancy in their teams. The primary tool is the Volunteer Portal. Making timely updates to associated programs of the Portal will assist other SEM Officers in filling position vacancies with volunteers, consistent with their skills, interests, and professional development needs.

Specifically, the Director of Appointments shall maintain regular communication with the Chairs of all the Standing Committees and geographic units. This way any mid-year vacancies are identified, documented in the Organizational Roster, and posted on the Volunteer Portal.

The Director of Appointments shall work with the Secretary and Director of Elections to maintain the Organizational Roster and the vTools Officer Registry consistent with Appointment results as they occur.

**N&A Committee Actions:**

The N&A Committee shall work as a team to maintain the Volunteer Portal and its associated programs that provide the communications linkages for both volunteer appointments and officer elections, as well as the primary reporting documents, the Organizational Roster and the vTools Officer Registry.

The N&A Committee shall report its activities on a monthly summary report for the ExCom to keep the SEM Section leadership aware of progress, and any issues as they arise and to ensure prompt guidance, assistance, and resolution may be provided where needed.

[1] All the IEEE Southeastern Michigan (SEM) geographic units (*Affinity Groups, Technical Chapters, Student Branches, and Eta Kappa Nu (HKN) Chapters*) are listed on the SEM website.

Kimball Williams

N&A Chair

7/17/2018

Approved with Changes:

Irina Sullivan

MD Chair

7/31/2018