

Volunteer Position Description:

# Leadership Development & Nominations Committee Member



- Purpose:** To prepare slate for elections and provide leadership succession planning and leadership development for the Society
- Reports to:** Executive Council
- Length of Commitment:** 2 years (July 1, 2018 through June 30, 2020)
- Meetings:** 4 conference calls per year with more frequent calls and phone interviews with candidates during Q2 of the second year of the biennium and meeting at Convocations
- Expectations:** Specific tasks completed between meetings, as determined by committee. To participate in all meetings and complete action items, as assigned by committee chair, in a timely manner.  
*Note: If a committee member does not participate in three (3) consecutive meetings without chair notification, the committee member may be subject to dismissal from the committee.*

**Desired Qualifications and Attributes:**

- Active KDP member

**Key Responsibilities:**

- Oversee Executive Council election and leadership development processes.
  - Solicit from the membership nominations for officers of the Society no later than seven (7) months prior to the end of the current biennium. (This process, ideally, would begin September or October of 2019.)
  - Receive written nominations no later than five (5) months prior to the end of the current biennium.
  - Interview all nominees and prepare an election slate, including biographical data on each candidate.
  - Submit the election slate and ballot via KDP Headquarters to all active members no later than three (3) months prior to the end of the current biennium for a vote.
  - Recommend names for consideration by the President as appointed members of the Council whose expertise aligns with the strategic goals of the Society.
- Develop a leadership succession program for KDP committees and the Executive Council.

**Contact the Staff Liaison only if you have specific questions about the position.**

**Staff Liaison:** Faye Snodgress, Executive Director

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