

# I.C.E. Nominating Committee Member, Representing an I.C.E. Organizational, Accredited Organizational, or Sustaining Member

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## Term

2 years

*\*Nominating Committee members are not able to apply to any open leadership position vetted by the Nominating Committee.*

## Position Specifications

The Nominating Committee performs work integral to the stability and growth of I.C.E. Qualified applicants must demonstrate as many of the following characteristics as practicable:

- Connected in the credentialing community
- Connected to an underrepresented sector, from I.C.E. membership and the current committee
- Familiarity with I.C.E., Certification Services Council (CSC), NCCA, ACAC, and the Accreditation Services Council (ASC)
- Previous credentialing industry volunteer experience
- Diversity across membership representation

## Position Responsibilities and Expectations

### Specific Responsibilities

- Recruit applicants for open positions.
- Review all applicant responses to Call for I.C.E. Leadership.
- Interview elected position applicants during the designated interview window.
- Conduct an initial evaluation of all appointed position applicants to ensure they are qualified.
- Collaborate collegially with other Nominating Committee members to select a slate of qualified candidates for each elected vacancy.
- Conduct elections in compliance with applicable I.C.E. Bylaws, policies, and procedures.
- Maintain objectivity while evaluating applicants.

### Engagement

- Attend all meetings, review all meeting materials, and come well prepared to contribute to meeting discussions.
- Provide feedback on the Call for Leadership packet and position descriptions.
- Perform other tasks as assigned by the committee chair and/or committee.
- Sign and abide by the Confidentiality and Conflict-of-Interest statement.

### Time Commitment

- Five 1-hour conference calls between March and August.
- Two hours between April and May to review documents via email and perform other preparatory tasks related to opening the Call for Leadership.

- Five hours in June to review candidate nominations and conduct virtual interviews.