**BOARD OF DIRECTORS JOB DESCRIPTIONS: Elected Positions**

**NOMINATING COMMITTEE- Chair Elect**

***OVERVIEW***

The Nominating Committee Chair Elect assists the Nominating Committee Chair in coordinating and implementing the VAND annual election of officers.

**Responsible to:** VAND Membership and the Board of Directors

**Term of Office:** Two (2) years, becomes Chair in year two

**Voting Member Status:** Non-Voting member

**Responsibilities:**

1. Attend all nominating committee meetings and actively work toward developing a list of possible nominees for positions.
2. Serve as a member of the Nominating Committee and Membership Committee.
3. Assist the Chair in recruitment, nomination and election of officers.
4. Become familiar with the role of the Nominating Committee Chair to take over this role at the end of the term.
5. Provide contact information to President for BOD directory.

**Time Commitment**: 1-2 hours per month

**Qualifications:** Active or Retired Member of VAND and Academy