Secretary

The Secretary is responsible for producing and distributing accurate minutes of all Board meetings within one month of the date of the meeting, and for maintaining accurate and complete records of other meetings, assists with archiving Association minutes and documents. The Secretary also works with the Executive Director to review and update the Organizational Manual on an annual basis and presents substantive revisions to the Board of Directors for approval.

Directors-at-Large

The six Directors-at-Large function as vital sources of information and communication between ANAC and external entities, as well as between the Board of Directors, ANAC Committees, Task Forces, Editorial Boards, and the general membership. While no Director may speak for the Association without the express direction of the Board, each Director may be called upon to represent Association positions in a variety of settings. It is essential that the Director maintain a clear understanding of ANAC's mission, goals and objectives as outlined in the Association strategic plan, and be familiar with Association policy, procedure, and established positions on issues.

Nominating Committee

The Nominating Committee shall be composed of five (5) members, including the Chair(s), with three (3) members elected by the membership and two (2) members, appointed by the current board

There will be two co-chairs, one will have served on the ANAC BOD and will be appointed by the current ANAC board, and one elected by the membership, with a minimum of one year prior service on the nominating committee.

To be eligible to serve on the Nominating Committee, individuals must be current ANAC members. A Nominating Committee member shall not be a candidate for any elected position during their term of on the committee.

The term of office for committee membership shall be two years, with the option for a second two-year term. The total maximum term for Nominating Committee member

cannot exceed four years. The term of office for Committee Chair(s) is two years with the option for a second two- year term. The total maximum term on committee for Nominating Committee Chair cannot exceed eight years. (Maximum two terms as committee member and maximum two terms as chair).

Duties and Responsibilities

1. Six months prior to BOD elections, the Nominating Committee and ANAC BOD will collaborate on a BOD assessment & gap analysis and will include notice of upcoming BOD vacancies from the ANAC BOD Secretary.

2. The Nominating Committee will seek to identify qualified candidates for nomination that match the ANAC BOD gaps.

3. The Nominating Committee will issue a call to all ANAC members for nominations to all available BOD open spots.

4. The Nominating Committee shall prepare and submit to each voting member a ballot with at least one nominee for each elected position in ANAC.

5. Validation of current membership and confidentiality of voting shall be components of the ballot protocol.

6. Unless stated otherwise in these bylaws, all policies for the conduct of nominations and elections shall be recommended by the Nominating Committee and approved by the Board of Directors.

7. The candidate receiving the highest number of votes for each elected office shall be declared elected.

8. Tie votes shall be broken by lot.

9. The Nominating Committee shall oversee all election procedures.

10. Vacancies on the committee shall be filled by appointment by the Chair of the Nominating Committee until the next scheduled election.