

## **Council of Deans (COD) Nominating Committee**

### **Purpose:**

To select COD members to serve on the COD Administrative Board.

### **Background:**

The COD Administrative Board is comprised of twelve members: three officers (Chair, Chair-elect, and Immediate Past Chair) serving two year terms; six members serving three year terms; and three at-large members serving one year terms. The nominating committee distributes the slate for upcoming COD Administrative Board vacancies to the full Council two weeks before the Spring Meeting and COD members vote on the slate during the Spring Business Meeting. COD members elected to these positions take their seats on the Administrative Board following the AAMC Annual Meeting in November.

### **Charge to the Nominating Committee:**

The nominating committee will be organized and overseen by COD Program Staff. Members are tasked with:

- Reviewing completed applications and providing feedback on each candidate;
- Assembling a slate of candidates that represents the diversity of our membership (e.g. balance of geographical location, medical school mission, member demographics, etc.);
- Participating in a 60 minute conference call to select the slate of candidates who will be voted on at the COD Spring Business Meeting.

The nominating committee will be confirmed by December and will complete their work from February through March. Applications will be shared with committee members via email once the application process has closed.

The nominating committee will consist of no more than eight COD members and will be chaired by the Immediate Past Chair of the COD Administrative Board. (In the absence of an Immediate Past Chair, the COD Administrative Board Chair-elect will chair the nominating committee.) Members will serve one-year terms.

*\*This charge was updated on April 25, 2016.*