ACT SECTION 12 --- EXECUTIVE SEARCH COMMITTEE

12-551 Job Description 06-28-02, 10-23-99, 6-24-94

Long Term List of Candidates:
The committee will maintain a list of potential officer candidates by soliciting ideas from a wide range of sources including current BOG members. The committee will contact everyone on the list and record their level of interest. Everyone who indicates an interest in being considered shall be included on the list. The list shall be updated and provided to each Director prior to the Board of Directors meeting at each NSS convention.

Solicit Candidates For Specific Election:
The committee will solicit candidates prior to each election of NSS officers by inserting suitable notice in the *NSS NEWS* and other means. [NSS Bylaw IV.A(3)d]
The committee shall make every effort to match candidates with written job descriptions and job qualifications for each office.
Prior to each election the committee will ask each of the current officers if they wish to be a candidate for the officer position to be considered.
Prior to a specific election the Board of Directors may advise the committee as to whether it wishes the committee to do more than the above. The Board of Directors may direct the committee to aggressively recruit candidates for a specific office.

Election Slate:
The committee shall distribute its list of candidates for each election of officers to each member of the Board of Directors at least thirty days before the election. Additional nominations may be made during the election at the Board of Directors meeting. (NSS Bylaw IV.A(3)d)

Candidates' Resumes:
Each candidate will be asked to provide a resume of his/her qualifications and goals for the office sought. The Executive Search Committee chair shall collect these statements and hold them in confidence and shall only distribute them to each director. The committee Chair shall establish a deadline for receipt of statements and inform the candidates that a timely receipt of the statements is to be one factor considered by the Board of Directors when evaluating candidates for office. The statements shall be distributed with the election slate.

Committee Membership:
The Board of Directors shall select the chairperson of the Executive Search Committee. The chairperson is responsible for selecting members of the committee, managing the affairs of the committee and reporting to the Board of Directors. When the Board of Directors is not in session, the Executive Search Committee chairperson shall report to the Chairperson of the Directorate.

Neutrality:
The committee shall remain neutral and avoid creating the perception it favors or opposes any candidate by its actions or failure to act.

Codify:
These precepts shall be included in the *NSS BOG Manual* and provided to Executive Search Committee members.

Cross References:
40-544 Prohibition of Discrimination