



MUSCULOSKELETAL TUMOR SOCIETY

MSTS NOMINATING COMMITTEE – CHARGES

Function:

The function of the Committee is to ensure the continuity of the MSTS Executive Committee by providing the MSTS's voting membership with a slate of qualified candidates for vacant positions of Treasurer and Member(s)-at-Large for election.

Responsibilities/Process:

1. Oversee all communications to the Membership related to nominations processes, timelines, criteria, etc.
2. Determine the application process, requirements, timeline, and review criteria.
3. Send a "Call for Nominees" to eligible members regarding any open Member-at-Large position on the Executive Committee each year. Alert the Standing Committee Chairs who have served within the past three years, as well as the current Committee Chairs, of the opportunity to submit their applications for the Treasurer position.
4. Review applications based on the previously agreed upon candidate criteria. The process may include interviewing the candidates.
5. Develop a slate of one or more nominees for the Treasurer and the Member(s)-at-Large positions.
6. Present the slate of candidates to the Executive Committee prior to the MSTS Annual Meeting for information.
7. Present the slate of candidates to the voting membership prior to a MSTS business meeting; introduce the slate during a MSTS business meeting; and ask the voting membership to adopt the slate of candidates.
8. Assess the Committee's processes and communications each year to ensure transparency and fair evaluation of applicants; suggest recommendations for improvement to the incoming committee.

Composition:

The Committee shall consist of five MSTS members: the Immediate Past President, the Past President, one member elected from the Membership, and the Executive Committee's two Members-at-Large. The Immediate Past President shall serve as the Committee Chair.

Meetings:

The Committee shall meet via conference call.

Timeline:

Four months prior to the business meeting:

- Identify the open positions.
- Determine applicant criteria and review process.
- Craft and send the "Call for Nominees" to those eligible to serve in the open positions.

Three months prior to business meeting:

- Send reminder "Call for Nominees" to those eligible to serve in the open positions.
- Review applications.

Two months prior to business meeting:

- Identify the top candidates for each vacant position.
- Ensure candidates can fulfill position requirements.
- Finalize slate of candidates.

One month prior to business meeting:

- Notify the Executive Committee of the slate of candidates.
- Notify the Membership of the slate of candidates.



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At business meeting:

- Chair reviews the process, criteria, and timeline used by the Committee.
- Chair presents the slate of candidates to the Membership.
- Chair asks the voting members to vote on the slate of candidates.