



Nominating Advisory Group Guidelines

As a valued member of the Nominating Advisory Group, please make sure all discussions and actions taking place during any portion of the nomination process remain confidential.

What is the role of the Nominating Advisory Group in the RAC Board structure?

RAC Bylaws – Article F, Section 3

A Nominating Advisory Group shall be appointed by the President, to include the Immediate Past President, as chair and two delegates from the Delegate Assembly. The Nominating Advisory Group will determine the slate for the Executive Officers.

What are the responsibilities and criteria of the Nominating Advisory Group?

1. Read submitted and gathered information about each candidate under consideration.
2. Interview candidates, as needed. (Talking one-on-one is preferred; e-mail is not suggested.)
3. Be prepared and participate in conference calls when the Group meets.
4. Strive for a mix of Officers that represents diversity. (Skill set, geography, experience, age, race, *etc.*)
5. Work diligently within the Group toward an overall consensus on the best possible slate of Officers.

What are the responsibilities and criteria of the individuals serving on the Nominating Advisory Group?

1. Be neutral and objective, without any fixed personal agenda against individuals, companies, or associations.
2. Disclose actual and perceived conflicts of interest in serving on the Nominating Advisory Group.
3. Keep all conversations confidential before, during, after group has disbursed.

What are the responsibilities of the Chair of the Nominating Advisory Group?

1. He/she will explain the Board Officer responsibilities to those applying.
2. Facilitate the Advisory Group call.
3. Present the slate of Officers to the RAC Board for a vote.

What are the procedures for the Nominating Advisory Group?

1. Each Advisory Group member will receive eligible RAC Board candidates' information *via* e-mail.
2. Each Advisory Group member will review the information and make calls to candidates for more information, as needed. (Please introduce yourself as a member of the RAC Nominating Advisory Group.)
3. An Advisory Group conference call will be arranged where the full group will discuss the candidates.

What should I be looking for when reviewing the candidates' information?

1. Will he/she be effective, successful? Strengths? Weaknesses?
2. What characteristics and traits stand out to you?
3. Is he/she a team player?

What can I cover when interviewing the candidates?

1. Can review candidate's information for clarifications and factual checks.
2. Can review why candidate is interesting in serving.
3. Can discuss his/her commitment to serve in volunteer position.
4. Can discuss his/her willingness to participate in other Officer roles, especially if he/she applied for only one position.

What positions are filled by the Nominating Advisory Group?

1. President
2. Vice President (typically this position is the Incoming President)
3. Secretary
4. Treasurer
5. RAC Delegate to the PPAI Board (selected every two years)

What are the eligibility requirements of Executive/Officer positions?

RAC Bylaws, Article F, Section 3

President — To be eligible for nomination to the office of President, an individual must have served at least one year as a director, or Officer.

RAC Delegate to the PPAI Board — To be eligible for nomination to the office of the RAC Delegate to the PPAI Board of Directors, an individual must have served at least one year as a director, or Officer.

Officers — The term of each elected officer shall be one year, except for the RAC Delegate to the PPAI Board, which shall be two years.

What are the job responsibilities for each Officer?

RAC Bylaws, Article G

President — Shall prepare and preside as chairman of all meetings of the Delegate Assembly and of the Board of Directors. The President shall also call for and determine the time and place of Board meetings. The President shall perform such duties as are necessarily incident to the office of President of the Board, or as may be prescribed by the Board of Directors. The President will automatically serve as Immediate Past President following the election of his/her successor.

Vice President — Shall preside at meetings in the President's absence and shall perform duties as designated by the President. The Vice President shall be elected with the understanding that with his/her consent and the approval of the Nominating Committee, he/she will be nominated for the office of the President.

Secretary — Shall work with the administrative staff to record and report minutes of all organization meetings. The Secretary is also responsible for obtaining information and distributing information to the members of the Board and the Delegate Assembly, as prescribed by the President.

Treasurer — With the assistance of administrative staff, shall collect and distribute all monies and shall prepare and report on the finances of the organization at all meetings.

RAC Delegate to PPAI Board — Is subject to the appointment and approval terms and procedures under the provisions of the PPAI Bylaws for the position. The RAC Delegate shall represent the RAC at all PPAI Board functions and shall report back to the RAC. His/her duties on the PPAI Board will be determined by PPAI and the PPAI Chairman of the Board. He/she will be subject to all rules and regulations as are required of all PPAI Board members, as set forth in their policies. The RAC Delegate must be employed by a member of PPAI as a supplier, distributor, or supplier rep member.