

**NOMINATING COMMITTEE POLICY COVER PAGE**  
**Orthopaedic Section Office Liaison – Tara Fredrickson, Executive Associate**

**Members:** 3 members, all of whom must be Section members; 3-year terms; elected by general membership; Nominating Chair will be the 3<sup>rd</sup> year committee member.

**Current Members and Term Limits:** Leza Hatch, Chair, 2003-2006; Pamela Duffy, 2004-2007; Kyndall Boyle, 2005-2008.

**Meetings:** Conducted as conference calls prior to elections and scheduled as needed to develop a slate of candidates for position vacancies.

**Purpose:** The purpose of the Nominating Committee is to develop a slate of qualified candidates to the general membership and the Board of Directors and Nominating Committee members prior to annual Section elections to fill the vacancies left by outgoing officers.

**Tasks:**

1. Review upcoming Orthopaedic Section officer vacancies.
2. Identify potential candidates who possess qualifications for their chosen position to slate for election and screen candidates regarding their match to the particular position for which they have expressed interest
3. Provide to candidates the job description for the position for which they have expressed interest.
4. Carefully evaluate the qualifications of each potential candidate to ensure the best qualified candidates are slated for the election, slating a minimum of two candidates for each position vacancy when possible.

**Work other than at meetings:** On as-needed basis.

**Qualifications:** An APTA and Orthopaedic Section member preferably with strong professional networking connections throughout the Section.

**Conflict of Interest:** A conflict of interest can arise when conditions or circumstances preclude or interfere with an individual's capacity to make the objective, detached decisions required in Board of Director meetings. Conditions or circumstances which may create a conflict of interest include but are not limited to those cases in which the Board of Director member, Committee member, or SIG member: 1) has a personal, professional, or financial interest in, or relationship with, the entity in question; 2) has or is perceived as having, for any reason, a preconceived bias for or against the entity in question. Board of Director members, Committee members, and SIG members shall excuse themselves from such participation in any case where a conflict of interest arises, where a potential conflict of interest may arise, or where there may be a perceived appearance of conflict.