



Selection of Caucus and Committee Chairs

***Updated 11-13-24**

Process

- In the fall, the Executive Director and President-elect will review the list of chairs of caucuses and committees to determine whose terms will be expiring in the upcoming year.
- If the chair's term is ending or the chair is stepping down, the President-elect will work with the existing chair to select the new chair.
- The chair will notify caucus/committee members of their pending departure and share the expectations of the chair position, inviting self-nominations for the position.
- Nominations will be reviewed by the current chair and President-elect and a selection will be made using the rubric below.
- The President-elect will notify the Executive Director of the name of the incoming chair as well as notify the selected chair and the nominees.
- The current chair will notify the caucus/committee members of the incoming chair.
- The current and incoming chair should meet at the annual meeting for a hand-off. The current chair should be available the following year for consultation and advice as needed.

**Per AADPRT bylaws, the President-elect, in consultation with Steering Committee, may offer a one-time, one-year extension to the chair if no replacement has been identified.*

Nomination form

Form will include questions asking:

- Length of service on the committee/caucus.
- Engagement during meetings
- Contributions to the committee/caucus
- Vision for the committee and reasons they want to be chair.
- How they will advance diversity, equity, inclusion, and belonging on the committee and in its work, including consideration of diverse member perspectives (reflecting different regions, programs, community vs rural, backgrounds and experiences)

Rubric to evaluate nominees

Nominees will be evaluated according to the following criteria:

- Length of service on the committee/caucus
- Attendance at caucus/committee meetings
 - Rarely – 1
 - Average – 3
 - Most/All Meetings – 5
- Engagement during caucus/committee meetings
 - Rarely speaks or engages – 1
 - Average – 3
 - Extremely involved – 5
- Contributions to the committee/caucus and AADPRT
 - Emerging – 1
 - Substantial– 3
 - Highly significant – 5
- Vision and goals for the committee
 - Not so compelling, relevant, or specific – 1
 - Compelling - 3
 - Highly compelling, relevant, and specific - 5



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- Plan to support diversity, equity, inclusion, and belonging, including considering member perspectives (reflecting different regions, programs, community vs rural, backgrounds and experiences).
 - Not so much – 1
 - Adequate commitment and specificity - 3
 - High degree of commitment and specificity - 5