

## AADPRT Nominating Committee Process 2024-2025

### Purpose of the Nominating Committee

Each year, the Nominating Committee chooses the program chair-elect and the member-at-large for the Steering Committee.

### Members of the Nominating Committee

The past president chairs the five-member committee consistent with our bylaws. In addition to the chair, members of the Nominating Committee are:

- Member selected by the Justice Equity Diversity Inclusion (J.E.D.I.) Committee. This category of Nominating Committee member was created in 2022 to support organizational transparency, representativeness and equity in the process.
- Member selected by the International Medical Graduate Committee. This category of Nominating Committee member was created in 2022 to support organizational transparency, representativeness and equity in the process.
- Two (2) members-at-large. These two members are chosen via random lottery from an open call to membership.
- A non-voting, ex-officio member chosen from the prior year's committee. This role promotes continuity in lessons learned from year to year.

At least one member of the Nominating Committee (in addition to the committee chair) must be a member of the Executive Council. The committee is re-constituted each year per the process above.

### Committee Work

The Nominating Committee meets regularly from January through the Annual Meeting each year. For the 2024-25 cycle, the committee will meet weekly for one hour starting the second week of January. This meeting is provisionally scheduled for Tuesdays at 5:15 pm-6:15 pm Eastern.

### Nominating Committee Process

The Nominating Committee:

1. Regularly reports on the process each year to the Executive Council and Organizational Equity Committee.
2. Selects the dates for the period in which nominations for program chair-elect and member-at-large may be made. For the 2024-2025 cycle, the nomination window will close on Thursday, January 9<sup>th</sup>.
3. Invites all AADPRT physician members to nominate. For program chair-elect, this invitation will include a list of all EC members of the past five years who are eligible, and wish to be considered, for the position.
  - a. **Program Chair-elect**
    - i. Requests completion of a nomination form that includes the reason the submitter thinks the nominee would be an excellent choice to help lead the organization.
    - ii. Requests a CV and one-page personal statement from nominees. The statement should include their vision, goals, and rationale for wanting to help lead AADPRT, a description of their involvement in AADPRT, any relevant leadership experiences outside of AADPRT, and their short and long-term career goals.



- iii. Reviews nominee applications.
  - iv. Conducts a 30-minute, recorded interview via Zoom with each eligible candidate.
  - v. Each interview will include at least three (3) committee members.
  - vi. The interview includes the following questions:
    - 1. What are your vision, goals, and rationale for wanting to help lead AADPRT
    - 2. What have you contributed to, or gained from, your involvement in AADPRT?
    - 3. Of all of your leadership experiences in or out of AADPRT, what are you most proud of and why?
    - 4. How are you going to manage the workload with your concurrent other commitments, including your 'day' job?
    - 5. How will you advance diversity and equity in AADPRT?
  - vii. Nominees will be evaluated on:
    - 1. Vision, goals, and reasons
    - 2. AADPRT experience and service
    - 3. Capacity to commit to the time requirements
    - 4. Promise to advance equity
    - 5. Leadership and communication skills
  - viii. In evaluating each applicant, the committee will use a rubric, based on the selection criteria and published on the AADPRT website in making their decision.
- b. Member-at-Large**
- i. Requests completion of a self-nomination form that includes submission of a CV as well as brief answers to several questions, including:
    - 1. What are your goals and reasons for wanting to serve in the role of member-at-large of the Steering Committee?
    - 2. How will you advance diversity, equity, inclusion, and belonging within AADPRT leadership with special attention to perspectives currently underrepresented on SC?
    - 3. How have you been engaged in the AADPRT community?
  - ii. The committee may choose to interview nominees. If they do, they will ask similar questions to the program chair-elect interviews.
  - iii. Nominees will be evaluated on:
    - 1. Goals and motivation for wanting to serve in the role
    - 2. Potential to advance diversity, equity, inclusion, and belonging within AADPRT leadership with special attention to underrepresented perspectives including background, life experience, race, gender, program setting (e.g., rural versus urban, community versus university, military, VA-based), and program size
    - 3. Evidence of prior engagement within the AADPRT community (e.g., committee member, caucus member, Annual Meeting presenter, etc.)
  - iv. In evaluating each applicant, the committee will use a rubric, published on the AADPRT website and based on the selection criteria.
4. The chair of the Nominating Committee (past president) will inform the Executive Council of the selected program chair-elect and member-at-large at the Saturday morning Executive Council meeting at the AADPRT Annual Meeting. The new program chair-elect and member-at-large will be announced Saturday morning during the closing session of the Annual Meeting.