

## **American Thyroid Association Policies and Procedures for Treasurer-elect Nomination**

### **Purpose:**

To identify a single candidate that will be put forward to the membership for approval as the next ATA Treasurer-Elect. As you know, the candidate selected and approved will serve in this capacity of Treasurer-Elect for one year, this time period overlapping with the current Treasurer's last year, and then will serve as Treasurer for a 4 year term.

2015-16 is the first time a selection committee has been appointed to complete this important process, entrusted with the responsibility and commitment to vet the candidates.

### **Appoint Selection Committee for Treasurer-elect:**

ATA Executive Committee  
Selected Board members  
Nominating Committee Chair  
Finance and Audit Chair

### **Candidate Selection**

The opening of the position is announced at the Business Meeting prior to nomination year and in the SIGNAL member newsletter in November/December. Candidates should be (i) nominated by a member, (ii) given initial approval by the Executive Committee, and (iii) expressed interest in the Treasurer position.

### **Selection Committee Charge:**

Review each of the candidates and to provide the ATA Board with input, in the form of a rank list 1->5, as well as comments and assessment, before March 1, 2016. Additional nominees to the Executive Committee can be put forth by the selection committee.

### **Timeline:**

October: Candidates recruited by ATA Board of Directors. Business meeting announcement.

Selection committee determined by ATA Board.

November: SIGNAL newsletter announcement. CV and letter of interest submitted by candidates.

December/January: Selection committee informed of charge and expectations. Initial conference call to discuss and determine selection criteria, evaluation process and metrics. Formulate interview questions and process. WorkZone set up.

January week 4: Letters of interest and candidate CVs provided to Selection committee through WorkZone by ATA office.

February week 1: Candidate CVs and letters reviewed. Calls scheduled for week 3.

February week 2:

February week 3: Candidate interviews by conference call.

February week 4: Discuss ranking, selection and decision. Request staff input on candidates.

March week 1: Rank list and comments provided to the ATA Board of Directors

### *Additional reminders:*

- 1) Make reasonable efforts to maintain confidentiality as the candidates will not be made aware of the candidate pool.
- 2) See introduction to the position and the invite from the Secretary/COO