The National Association of Catholic Chaplains

Nomination Panel Roles, Responsibilities & Criteria

| Policy Number 11-28 | Revision Date: July 2017 |

**Purpose**
To propose to the Governance Committee for recommendation to the Board a slate of qualified candidates for Board election and to recommend candidates for nomination as members of the various standing committees, commissions, panels or other bodies in compliance with NACC By-laws, procedures and criteria established by the Board. The Nominations Panel shall report to the Governance Committee.

**Major Responsibilities**
1. Advises membership of NACC leadership opportunities.
2. Identifies, recruits, and recommends qualified candidates to serve on the Board to the Governance Committee. In the case of a vacancy on the Board (including a vacancy created by an increase in the size of the Board), the Nominations Panel shall recommend to the Board an individual to fill such vacancy either through appointment by the Board or through election by membership. In selecting or recommending candidates, the Nominations Panel shall take into consideration any criteria approved by the Board. These factors may include needed expertise, judgment, skill, cultural diversity, under-represented groups within membership, balanced geographical representation, and willingness to participate actively.
3. Ensures proper execution of the voting procedure and encourages membership participation.
4. Identifies and recruits candidates for the Nominations Panel.
5. Reports to the Governance Committee on a quarterly basis or as needed, and provides an annual report for the Board of Directors and membership.
6. Performs any other duties or responsibilities expressly delegated to the Nominations Panel by the Governance Committee and Board of Directors.

**Specific Criteria and Experience**
- Minimum of four years as an NACC certified chaplain or CPE supervisor
- Minimum of three years of leadership with NACC committees, commissions, task forces, advisory panels or state liaisons
- Demonstrated ability to recruit and/or invite member involvement

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Demonstrated ability to assess individuals’ competence and skills for specific areas of service
Demonstrated experience in the broader profession of spiritual care ministries
Demonstrated ability to regularly and intentionally foster relationships with our members through activities such as NACC National Conferences, local gatherings, continuing education events as well as committees, commissions, advisory panels and task forces
Minimum experience requirements may be waived for good cause.

General Criteria and Personal Qualities
- Willingness to work and be accountable for tasks to which the applicant commits; willingness to share “wealth” – wealth of wisdom, knowledge, and experience
- Availability to review candidate applications and make inquiries necessary to propose a candidate for nomination
- Collaborative style for group work
- Good interpersonal skills
- Ability and willingness to evaluate one’s performance and the performance of the group as a whole-given the goals of the group
- Ability and willingness to speak to the breadth and scope of one’s experience and familiarity with NACC members, and articulate in writing how those qualifications have prepared the applicant with knowledge and insight into the capacities, strengths and weaknesses potential candidates would bring to a specific area of service

Time Commitment
- The Nominations Panel meets via conference call approximately five times a year.
- Some conference calls and/or e-mail communications are needed to complete work.
- This panel does not require travel.