



NOMINATIONS COMMITTEE CHARTER 2024

COMMITTEE PURPOSE

The HBMA Nominating Committee is tasked with selecting candidates for the HBMA Board of Directors from among the HBMA membership as well as managing the annual fall conference awards process.

COMMITTEE VALUES

One of the components contributing to the success of a committee is the diverse dynamics that can exist within the group. The group will likely be comprised of different personalities, experiences, and opinions. Each committee member agrees to respect the participation of all other committee members and recognize the diverse dynamics that may be present within the group. The committee will operate by consensus.

Each member of the committee is encouraged to participate fully in the generation of ideas, topic discussions, sharing of ideas, and committee work assignments regarding the goals of the committee.

COMMITTEE APPOINTMENT

- Immediate Past President will inherit the chair position of this committee.
- One Director At Large voted by the majority of the Board into the position.
- Three Members at Large appointed by the Chair with the approval of the Board of Directors.

DELIVERABLES

Board of Directors Nominations

- Send notices to membership advising of available positions within the Board of Directors with assistance of staff.
- Review all nominees to ensure qualifications meet the needs of the position.
- Create a ballot for voting membership to use for voting.

Awards Nominations

- Send notices to membership advising of available awards nominations with assistance of staff.
- Review all nominees to ensure qualifications meet the awards definition.
- Select awardees from the submitted nominations.

AUTHORITY OF COMMITTEE

- The committee exists to make recommendations and its authority falls short of decision-making for HBMA
- The committee may enlist HBMA staff resources to support its work, within the approved, budgeted limitations, under the direction of the Executive Director
- Requests for funding that are not contained within the approved HBMA budget must be made to the HBMA Finance Committee

DUTIES OF COMMITTEE PARTICIPANTS

Chair

- Guide the workgroup in setting goals and objectives
- Coordinate calendar of meetings and agendas with staff
- Collaborate with staff on meeting facilitation and follow-through on action items
- Represent workgroup deliverables and reporting to the Board of Directors

Vice Chair

- Assist Chair with goals and objectives
- Lead meetings when Chair is unavailable
- Collaborate with Chair and staff on meeting facilitation
- Assist with follow-through on action items

Committee Members

- Attend and participate in at least 85% of all meetings or calls
- Join meeting within first 10 minutes of scheduled call time
- Sign “confidentiality agreement” established by HBMA and return to national office
- Read all meeting minutes and provide feedback, if necessary
- Come to meetings prepared, having read meeting materials in advance
- Complete work assignments in agreed upon time frame

Staff

- Provide necessary administrative support
- Advise and provide necessary resources and best practices
- Support to ensure completion of action items
- Support to keep committee on task

Signatures

By signing below, we the members of the Nominations Committee promise our best efforts in fulfilling the provisions of this charter and abide by the HBMA Code of Ethics.

HBMA Code of Ethics:

- Exercise sensitive professional and moral judgment in all business activities.
- Act in a way that will honor the public interest and demonstrate a commitment to professionalism and competence.
- Perform all business activities with the highest sense of integrity.
- Maintain objectivity and avoid any conflict of interest.
- Strive to improve the quality and competence of services performed through continuing education.
- Exercise care and diligence in providing services.
- Maintain confidentiality of patient and client information.
- Strive to comply with all relevant Federal, State, and Local laws and regulations.
- Refrain from making misleading or false statements about professional qualifications, experience, performance or results that can be achieved.

Print Name

Signature

Date

Procedures

Board of Director Nominations

- Nominations for available positions of the Board will be announced in April 1st
- Nominations will be accepted until the end of June
- All nominations must include a letter of nomination, at least one supporting letter, and the candidates CV
- The Nominations Committee and Staff will put together a ballot for voting members of the membership to complete no later than the last business day of July
- Member voting will commence from the last business day in July to the last business day in August
- Once the ballot is closed, voting results will be sent to the Secretary for validation. This process will be given up to one week to be completed per the association Bylaws
- Once the results have been verified, the association president will reach out to all candidates to notify them of results. This process will not take more than three business days.
- The National Office will announce the upcoming Board of Directors via email to the membership once the verification and notification processes have been completed
- New Board members may join Board meetings for the remainder of the year as non-voting entities to provide an opportunity for them to learn procedures before officially coming onto the Board the following year

Fall Conference Award Nominations

- Nominations Committee will meet in April to determine awards that will be open for nominations
- Nominations for Awards will be announced in May with a survey ballot sent out for nominations to be submitted
- Nominations will close at the end of July
- Awardees will be selected by the Nominations Committee by August 15th
 - ***Note:** Should representatives presiding on the committee be nominated for an award, they will be excluded from the decision-making process of who will receive the awards to prevent a conflict of interest. Board members who have not been nominated may be called upon to take their place to ensure we maintain a panel of five unbiased members to select the awardees.
- Staff will order awards to be presented at the annual Fall Conference
- Nominations Committee will prepare awards speech to be given by current president and president elect to be completed no less than two weeks prior to start of the Fall Conference