

Process for Council Vice-Chair Selection

Approved October 20, 2017

3rd Week of October

- 1) The Governance Committee will develop and annually thereafter review and update the Council Vice-Chair Call for Nominations document and Nomination Form to be used by the Councils to solicit applications from Council members for the Vice-Chair position (application form to include past service to the ISHLT, leadership responsibilities in other organizations, desirable characteristics of applicant, reasons applicant desires to serve, qualifications of the applicant to represent the topic area of the Council, and a paragraph regarding what they would expect to achieve as a Council leader; must be an **primary** member of the Council). The Call for Nominations will include a link to the job description for Council leaders as well as a link to the diversity statement.
- 2) The Governance Committee will identify potential future leaders for each Council electing a vice-chair that year.
- 3) The Governance Committee will assign two committee members to each Council electing a vice-chair that year.

1st Week of November

- 4) Council Officers will conduct a conference call with their assigned Governance Committee representatives and their Board liaison. The Governance Committee representatives will communicate the Governance Committee's candidate recommendations and any other guidance to the Council Operating Board and will work with them to identify additional appropriate potential future leaders for the Council.

2nd Week of November

- 5) Council Officers will contact the identified potential future leaders and encourage them to apply for the Council vice-chair position.

November 15

- 6) Staff will solicit nominations for Vice-Chair via a Call for Nominations distributed to all **primary** members of the Councils conducting an election that year. The Nomination Form must be submitted by all candidates who wish to be considered for the position. The deadline for nomination packets is December 15.

December 15

- 7) Deadline for Nomination Packets

2nd Week of January

- 8) The Council Officers, the Board liaison, and the assigned representatives from the Governance Committee will conduct a conference call to review the applicant pool and select up to two of the best qualified candidates to be placed on the slate for election by the Council members. Every effort will be made to ensure that the slate is comprised of candidates who are comparable in terms of qualifications and likelihood of being elected, anticipating that from time to time two comparably diverse candidates will comprise the slate.

4th Week of January

- 9) The Governance Committee will review the Council slates and require modifications, if necessary, to reflect the Society's leadership pipeline needs.

February 1

- 10) Staff will distribute the slate to the **primary** members of the Council for a vote. The deadline for vote is February 14.

February 14

- 11) Deadline for votes.

March 1

- 12) Elected individuals will be notified of their election and advised to make plans to attend the Annual Meeting of the Council in April.

April

- 13) Elected individuals will take office as Council Vice-Chairs at the annual meetings of the Councils.