

2024-26 NNC Position Description

POSITION SUMMARY

The National Nominating Committee (NNC) is charged with soliciting recommendations, and identifying, vetting and selecting Alpha Chi Omega alumnae who are qualified and capable to serve on the National Council. This task is accomplished by determining the current issues facing Alpha Chi Omega and the leadership skills necessary to address those issues. The committee stewards the National Council nomination process with the goal of enabling a fair, efficient and civil election.

The committee consists of six alumnae members and two collegiate members who are recruited during the committee's first year of service. The alumnae members include one chair, one chair-elect, three members and one alternate member; the collegiate members include one member and one alternate member. The 2024-26 National Nominating Committee chair was elected in 2022 and currently serves on the 2022-24 National Nominating Committee as chair-elect. Thus, five alumnae members are currently being sought to serve on the 2024-26 National Nominating Committee including a chair-elect, three alumnae members and one alumna alternate.

TERM

The six alumnae members of the committee serve a two-year term beginning August 1, 2024, with exception of the chair-elect who serves a four-year term (two years as the 2024-26 chair-elect and two years as 2026-28 chair).

RESPONSIBILITIES OF THE NATIONAL NOMINATING COMMITTEE

- Adhere to all timelines established by the governing documents of Alpha Chi Omega Fraternity
- Recruit, qualify and select the collegiate member and collegiate alternate to serve on the NNC
- Research the Fraternity's leadership needs for the 2026-28 biennium
- Solicit recommendations from the membership and encourage participation in the National Council nominating process



- Vet and interview individuals to determine a slate of candidates who best meet the Fraternity's leadership needs
- Honor the strict confidentiality of all National Nominating Committee deliberations
- Actively participate in committee meetings and conference calls
- Report to chief executive officer and National Council in a timely manner
- Finalize documentation for distribution to specified parties (by 60 days prior to the start of convention and again 30 days prior to the start of convention)
- Update the NNC processes and NNC guidebook as needed
- For the alumna selected as chair-elect on the 2024-26 NNC, travel to the 2028 convention and present the committee's report at the national chapter meeting for consideration of the convention delegates

WORKING AND REPORTING RELATIONSHIPS

The National Nominating Committee works together as a team. The chair-elect, alumnae and collegiate members as well as alternates report to the committee chair, and the committee chair reports to the chief executive officer and National Council. The National Nominating Committee communicates with individuals engaged in the recommendation and vetting process.

QUALIFICATIONS

- Be an Alpha Chi Omega alumna in good standing who is not, at any time during her term on the National Nominating Committee, serving on any Alpha Chi Omega corporation board or holding any office which makes her a voting delegate at national convention (including Past National President); Fraternity volunteer directors are eligible to serve on the NNC but may not serve as the chair or chair-elect
- Adept understanding of nonprofit board governance and a working knowledge of Alpha Chi Omega Fraternity's governing documents and policies
- Experience serving in a nonprofit board nominating process or professional search process preferred
- Skilled at qualifying and vetting candidates
- Have no conflicts of interest or potential for personal financial gain from National Council decisions
- Adept at collaboration and team leadership (chair-elect)
- Outstanding written communication, public speaking and presentation skills (chair-elect)



- No member of the National Nominating Committee shall be eligible for nomination to a position on the National Council or any other Alpha Chi Omega corporation board during the National Nominating Committee term to which she was elected

ORGANIZATION EXPECTATIONS

During the term:

- The volunteer will honor the strict confidentiality of information submitted to the National Nominating Committee and all discussions during National Nominating Committee deliberations
- The chair shall register to attend the biennial convention at which she presents the National Council slate, paying the Fraternity guest registration fee and any expenses not covered by the Fraternity guest parameters
- The chair shall attend national convention, including all required rehearsals for the national chapter meeting
- The volunteer is encouraged to support the Alpha Chi Omega Foundation with an annual tax-deductible gift of any amount