

# American Association on Intellectual and Developmental Disabilities Nominations and Election Process Fact Sheet

National Vice President, National Board of Directors, and Secretary-Treasurer

## Overview

Each year the American Association on Intellectual and Developmental Disabilities (AAIDD) asks its members to nominate individuals for positions of Association leadership. The positions filled **each** year include the National Vice President, members-at-large of the Board of Directors. A Secretary-Treasurer is elected every **three** years. These positions are filled through a national election process.

As a member-driven organization, our nomination and election process is essential to the ongoing vitality and viability of the organization. The purpose of this Fact Sheet is to encourage members to apply for a leadership position within AAIDD by answering your questions regarding the nomination and election process. To facilitate communication, a question and answer format is used.

*Question # 1: What are the responsibilities of each of the board positions?*

**National Vice President:** The Vice President presides over the Conference of Professional Interests, or Assembly of Geographic Regions, oversees the strategic planning and review process, and serves as a signatory on AAIDD financial accounts. The Vice President serves a one-year term, and then becomes the President-elect. **All candidates for National Vice President must be AAIDD Fellows.**

**President-elect:** The President-elect presides at board meetings in the absence of the president and assumes the office of the President when the board determines that the chairperson can no longer serve. The President-elect will also:

- Work with the President to be prepared to assume that office if necessary.
- Manage special assignments as requested by the board President.
- Serve as chair of an annual conference
- Preside over the Assembly of Geographic Regions or Conference of Professional Interests.
- Serve as a signatory on AAIDD financial accounts

**Secretary-Treasurer:** The Secretary-Treasurer oversees the records of the board, including meeting minutes, the investment portfolio, and any historical documents. The Secretary-Treasurer oversees—but does not directly manage—the financial records of the Association. When required, the Secretary-Treasurer will sign notes, contracts, and other official agreements on behalf of the Association at the direction of the board. The Secretary-Treasurer will also:

- Take the minutes for board meetings.
- Assist the board to understand the annual budget before approval.
- Ensure that the board regularly receives thorough reports of the financial condition of AAIDD.
- Ensure there is an annual independent audit of AAIDD's financial records.
- Ensure that all official documents are safely passed to the next Secretary-Treasurer.
- Research AAIDD records when necessary for information for the Board.
- Serve as a signatory on AAIDD financial accounts.

**At-Large Member of the Board of Directors:** The Board of Directors develops policies and takes actions to advance the goals of the Association and to manage the Association's affairs.

The Board meets via conference call and face-to-face. Directors elected at large serve a four-year term, and are not eligible for immediate re-election.

*Question 2: Are board members compensated for their service or reimbursed for their expenses?*

In general, Board members are expected to support the cost of their own travel to the in-person board meetings and the annual meeting; however the Association may offset travel costs if necessary. Board members are not compensated for service on the Board of Directors.

*Question # 3: How are the Standing Committees composed and conducted?*

The Association has two standing committees of the Board: a *Nominations and Elections Committee* and an *Awards and Fellowship Committee*.

***Nominations and Elections Committee:*** The Committee consist of seven members who at the time of their appointment, reside in five different geographic areas of the Association and include two members selected from the Conference, two members selected from the Assembly, two past Presidents, and one member appointed by the current President. Each of these individuals shall serve a two-year term with the exception of the one member appointed by the current President. Members who are selected to serve on the Committee are not eligible to be candidates for executive office or Director-at-large. The most recent Past-President will serve as Chairperson of the Committee.

For each election to be conducted, the Committee will designate, whenever possible, two candidates for each position to be filled. The Committee will solicit recommendations for national office candidates from the membership at large. The Committee will obtain the permission of each candidate before placing the name on the ballot.

***Awards and Fellowship Committee:*** The Committee consists of seven members, all of which must be Fellows of the Association. Members are recommended by the *Nominations and Elections Committee* and appointed by the board. Each member serves a three-year term, with the exception of the board liaison, who is appointed by the President for a one-year term. The board liaison must be a Fellow.

The Committee will select the recipients of Awards to be made by Association. The Committee will evaluate applications for promotion active members of to status of Fellows, and shall make recommendations on those applications to the board.

It is the purpose of any committee appointed by the board to assist the board to meet the Association's mission more effectively. Committees are a subsidiary of the board, and will be expected to report their work to the full board on a regular basis. Each Committee will be expected to make recommendations to the board for actions, such recommendations are to be made by a member of the Committee in the form of a motion at a full board meeting.

*Question # 4: What is process of the Nominations and Elections Committee?*

The process follows the following tasks and time lines:

- A call for nominations is announced each year in the fall with a nomination post-announcement deadline of 4-6 weeks.
- Upon their nomination, AAIDD staff contacts all nominees to request items for the Committee to use in evaluating nominees: a copy of their vita and a completed leadership profile form.
- Approximately two weeks after the close of the nomination period, the Committee is presented with a packet of completed leadership profiles and vitas for all nominees interested in proceeding with the process.
- The Committee identifies a slate of no more than two candidates for each open position and reports to the Board on its activities.
- The Committee chair contacts all nominees not selected for the slate and AAIDD staff contacts the identified candidates for a statement of goals and brief bio to be published in the ballot. (This process takes about two weeks.)
- The ballot is presented to all members except “International Electronic” and “Emeritus” members. The deadline for voting is approximately 4 weeks from the presentation of the ballot.

*Question # 5: What criteria are used by the Nominations & Elections Committee in their evaluating nominees and developing a slate of candidates?*

Committee members are charged to evaluate each applicant's service qualifications (academic credentials, current employment, previous employment, other experiences, AAIDD participation [national, regional, chapter/local and other AAIDD participation], publications, meritorious contributions in program development, advocacy, academic achievement, research and grants, and other activities) and leadership potential.

Other factors may be included in the Committee's deliberations, such as gender, geographic distribution, ethnicity, or employment conflict of interest. A likert scale evaluation form is available for the Committee to use if it so chooses. *All Committee action and its report to the AAIDD Board are deemed confidential and are not to be disclosed outside official AAIDD settings.*