



NOMINATIONS WORKING GROUP TERMS OF REFERENCE

CLASSIFICATION

This document is classified as an IAAC Administrative Document.

AUTHORIZATION

Issue N°:	02
Prepared by:	Executive Committee
Date:	July 2012
Revision N°:	01
Approved by:	General Assembly
Issue Date:	July 30, 2021
Application Date:	Immediate
Document number:	IAAC AD 041/21
Inquiries:	IAAC Secretariat
Telephone:	+52 (55) 9148-4300
E-mail:	secretariat@iaac.org.mx

AVAILABILITY

Copies of this document on paper or disk, in English and Spanish, are available at the IAAC Secretariat.

COPYRIGHT

IAAC holds the copyright of this document and it may not be copied for resale.

Original: English

NOMINATIONS WORKING GROUP TERMS OF REFERENCE

1 OBJECTIVE

- 1.1 The objective of the IAAC Nominations Working Group is to identify and contact suitable candidates from the IAAC membership for vacant positions within IAAC.

2 FUNCTIONS

- 2.1 The function of the Nominations Working Group is to make recommendations to the IAAC General Assembly for appointments of members to the various committees and subcommittees. The Nominations Working Group shall function when required and as needed.

3 COMPOSITION

- 3.1 The Nominations Working Group shall be appointed by the Executive Committee and be composed of 3 appointees from the Executive Committee and Subcommittees Chairs and Vice-Chairs. In addition, the Chair of the IAAC may be an ex-officio member of the working group.
- 3.2 The Chair of the Nominations Working Group will be selected from one of the three members and will be appointed by the Executive Committee.
- 3.3 Members of the Nominations Working Group shall serve for a period of three years. In the event of a vacancy in the membership of the Nominations Working Group, the IAAC Chair may appoint a successor to fill such vacancy for the un-expired term.
- 3.4 The IAAC Secretary shall act as Secretary of the Nominations Working Group.

4 RESPONSIBILITIES

- 4.1 The Nominations Working Group is responsible to develop a slate of candidates for all vacant positions in the various committees and subcommittees. IAAC



Members will be asked to submit names to the Chair of the Nominations Working Group of suitable candidates for consideration. When submitting such names, Members shall furnish background information on candidates.

- 4.2 These nominations and others, which may be made by members of the Nominations Working Group, shall be reviewed by the Nominations Working Group at a meeting or by correspondence.
- 4.3 In considering the nominations before it, the Nominations Working Group shall pay due regard to the following general principles:
 - i) The individual's expected contribution to the functioning of the committee or subcommittee.
 - ii) The member's good standing and contribution to IAAC.
 - iii) The need for adequate geographical representation, the desirability for continuity and at the same time for some degree of rotation in the membership of the committee or subcommittee.
 - iv) IAAC requirements for each position. Refer to AD 043 and the terms of reference of each committee and subcommittee.
- 4.4 A list of names recommended by the Nominations Working Group for members of the committees and subcommittees shall be submitted to Executive Committee for review prior to making the recommendations to the General Assembly.