ASET Nomination and Election Process

A Briefing for Interested Candidates

Role of the Nominating Committee

The Nominating Committee receives nominations from the membership, and identifies Active members who are qualified to serve and who demonstrate leadership characteristics as candidates for vacancies occurring for officers and trustees. It is the responsibility of the committee to review nominee qualifications and monitor completion of required documents, to prepare a slate of candidates to appear on the election ballot, to receive and accurately count ballots to determine the outcome of elections, and to make recommendations for policies and procedures relating to the nominating process.

The Nominating Committee chair is appointed by the ASET Board of Trustees for a two-year term staggered between officer elections. Members of the Nominating Committee are appointed by the chair and subject to the approval of the president. Committee members are Active, Associate, Student and Institutional members in good standing who, combined, represent a cross-section of members in various disciplines and geographic regions.

One of the jobs of the Nominating Committee is to ensure that the ASET membership is aware of the election opportunity, the process, and timelines. The committee identifies and solicits members to run for board vacancies by posting notices in the Society's journal and newsletter, on the ASET website, on social media, and through several e-mail announcements to the membership. Committee members submit names of members they think would be good board members and officers, and also solicit recommendations and nominations from ASET committee and task force chairs, ASET chapter presidents, and local, state and regional neurodiagnostic society presidents. Graduates of the Joint ASET|ABRET Leadership Academy provide a primary pool of candidates for the Nominating Committee to consider.

The committee confirms that all potential nominees meet the Society's requirements for officer or trustee eligibility. When the completed profiles and other forms are received from the candidates, each member on the committee reviews and evaluates each potential candidate with due consideration to areas of expertise/credentials, geographic representation, and other criteria as determined by the Nominating Committee and ASET policy.

It is ASET’s recommended policy that the election ballot lists no more than two candidates for each board and officer position to be filled.

Candidate Evaluation and Selection Process

The evaluation process used by the Nominating Committee to select final candidates to appear on the ballot for election is objective and standardized. An evaluation form listing qualities deemed to be important for success as a board member is used in this process. Each candidate’s board profile is reviewed, and a rating is given for each of the qualities listed. These ratings are given by each member of the Nominating Committee, and then a tally of the scores is formulated and used in the process to determine which candidates are selected to appear on the election ballot. A sampling of the qualities evaluated includes review of past and current contributions to ASET and the profession in general, whether or not the candidate is a graduate of the Joint ASET/ABRET Leadership Academy, knowledge of issues and trends within the profession and healthcare community, demonstration and articulation of clear vision for the Society, presentations and publications, awards received, and membership/offices held in other organizations.
To assess a candidate’s leadership qualities and skills, candidates are requested to provide two references who are willing to speak to and rate their leadership skills by completing a Third-party Leadership Reference Form. A sampling of the leadership skills assessed on the reference form include standard of personal conduct, demonstration of respect for all opinions, deals with others in fair and impartial manner, respects opinion and recommendation of others, openly fosters exchange of ideas and consensus building, and respects group decisions cooperatively reached.

**Beyond the Trustee’s Job Description**

The time commitment required of individuals serving on the Board of Trustees is generally as follows:

1. **Two meetings per year for three years**

   The Mid-Year board meeting is a business meeting and may take up to two full days, not including travel. If a strategic planning session is scheduled to be held in conjunction with the board meeting, an additional day may be added to the itinerary. A board packet is distributed prior to the meeting for individual study. Travel and lodging expenses are provided to all board members for this meeting if these expenses are not covered by the employer. Depending on the Society’s revenue position, the mid-year meeting may be conducted virtually through a series of conference calls, webinars, and e-mails rather than meeting in person.

   The annual board meeting, held in conjunction with the Society’s annual conference, will require the board member to be available for whatever is needed to be done. Board meetings will take up the first two days, usually Tuesday and Wednesday with the Annual Conference starting on Thursday. A board packet is distributed prior to the meeting for individual study. Travel and lodging expenses and conference registration are provided to all board members for this meeting if expenses are not covered by the employer.

   The board meetings are designed to produce a great deal of work in a short amount of time. It is expected that each board member will take the position seriously and will participate to the fullest with knowledge and forethought. Members will be expected to study and understand the information sent to them prior to each meeting. A board is only as good as the members who sit on it.

2. **Conference Calls**

   Conference calls may be scheduled at any time; however, usually no more than one per month or less. Discussion items will be sent to the board prior to the event. These calls can be on any important topic, including financial.

3. **Monitoring Webinars**

   In between the mid-year and annual meetings, the board convenes in a webinar format to monitor progress of committees and task forces, and review department reports. Each quarterly webinar usually is scheduled late weekday afternoons and runs for approximately two hours.

4. **Committees and Task Forces**

   Members of the board will be expected to participate on committees, task forces and workgroups as needed, including serving as chair.
The ASET Foundation

The ASET Foundation is a separate organization – with its own Board of Directors. ASET board members are expected to work in collaboration with the Foundation and support its fundraising efforts, such as the silent auction at the annual conference.

Nomination and Election Timeline

The general timetable for the nomination and election process is as follows:

February 28 - Deadline for nominations

March 15 – Deadline for candidates to submit their completed board or officer packets

March 30 – Deadline for receipt of third-party leadership reference forms

April 10 – Official slate developed by the Nominating Committee

April 20 – Nominating Committee report and candidate profiles reviewed by Board of Trustees

May 1 – Online balloting opened to the membership

May 31 – Deadline to vote

June 5 – Announcement of election results

Conclusion

Serving as an officer or trustee of the Society is truly a rewarding and positive growth experience as well as a real opportunity to have a voice in the future of the neurodiagnostics profession.

We look forward to hearing from you soon. Please forward nominations and candidate packets to the ASET Executive Office c/o Anna@aset.org.

Candidates with any questions or concerns are encouraged to contact Brian Markley, R. EEG/EP T., R.NCS.T., CNCT, FASET, BS, Nominating Committee Chair, at bam@neurologycenter.com.