

## **ADDING NEW COMMITTEE MEMBERS**

Status of Document Date of Draft: January 20, 2025

Board Adoption Date: July 17, 2025

Revised by iaedp Foundation Board:

Date of Next Full Review: 2028

### **Preamble**

This policy outlines the procedures for the appointment and management of committee members within the iaedp Foundation. It ensures a transparent, fair, and structured approach to selecting individuals who will contribute their skills, knowledge, and expertise to furthering the goals and mission of the organization.

### **Purpose**

By establishing clear guidelines for candidate selection, committee appointments, and term management, the policy aims to maintain continuity and effectiveness within the iaedp Foundation's committees. The process is designed to support the ongoing growth of the organization by identifying and engaging qualified individuals who reflect the iaedp Foundation's values and objectives.

### **Policy**

1. New committee members will be reviewed and appointed by the President prior to the iaedp Foundation annual Symposium, ensuring that all new committee members begin and complete their terms at the same time each year.
2. The Secretary, in collaboration with the support team, is responsible for updating and circulating the committee lists immediately following the iaedp Foundation annual symposium and again at the start of the New Year.
3. After the new program year, Committee Chairs will inform committee members whose terms are nearing expiration, with reminders sent by their Board Liaisons no less than three months before the IAEDP Foundation annual symposium. This proactive approach ensures the timely identification of vacancies based on committee term limits or other situational factors.
4. The Board Liaison, committee chair(s), and members will collaborate to define the essential and desirable skills, knowledge, and qualities needed for new committee members. These characteristics, in alignment with the iaedp Foundation's mission and committee goals, should be discussed before seeking applicants.
5. Committee vacancies will be advertised annually using the Foundation's digital channels to ensure equal opportunities for all iaedp Foundation members to apply.
6. Calls for applicants should provide details on how to access the committee's Terms of Reference, outline the required knowledge and skills, list mandatory or desirable characteristics

(e.g., student status, discipline), and explain the application process. Applicants must submit a brief CV or bio. All communications will include a clear deadline for receiving application materials.

7. New committee members are selected from within the iaedp Foundation membership and must maintain their membership throughout their appointment. This requirement applies to all committees. On occasion, the Board may approve the appointment of a non-member to a committee position based on their specific skills and expertise. Knowledge, expertise, or qualities, contingent upon their joining the iaedp Foundation. The procedure for appointing a committee member is as follows:

- a) The committee chair(s), in collaboration with the Board Portfolio Holder and committee members, will review candidate applications at the next committee meeting after the submission deadline. Candidate materials will be distributed in advance for review by the committee before the joint discussion. Whenever possible, this process will take place before the outgoing member's departure, allowing for continuity and mentorship between the incoming and outgoing members as needed.

- b) In the event of a large number of applications, the committee chair(s), in consultation with the Board Portfolio Holder and committee members, will compile a shortlist of up to 10 candidates.

- c) The committee leadership and members will vote on which candidate(s) best meets the required knowledge and skills for the position. A majority vote will determine the chosen candidate(s). In the case of a tie, the portfolio leadership may take the chairperson's action to resolve the decision.

- d) The committee chair(s), in coordination with the Board Portfolio Holder, are responsible for submitting the selected nominee's CV or biosketch to the support team for review by the President. A CV or biosketch is required only for applicants to new leadership roles, not for those with prior experience as a committee chair or Board member. The President may also choose to consult the Board for feedback.

- e) If the President, in consultation with the Board, does not endorse the committee's chosen candidate(s), the President will provide feedback and request that the committee re-evaluate the selection. The Board Portfolio Holder will discuss this with the committee chair(s).

- f) If the President approves the candidate(s), they will formally appoint the new committee member(s).

8. Once the President approves the selected candidate(s), the Board Portfolio Holder will inform the committee chair(s), who will contact the approved candidate.
9. The committee chair(s) are responsible for notifying unsuccessful applicants, thanking them for their interest, and encouraging continued involvement with the iaedp Foundation.

- 10.** If a committee member needs to leave before the iaedp Foundation, a new member may be appointed according to the procedure outlined above. The new member's term will end at the iaedp Foundation annual symposium, as with other committee members, with the term end date determined in consultation with the Board Portfolio Holder based on the start date. For example, if a new committee member is appointed in September, their term may be shorter than 3 years, whereas an appointment in February may result in a term slightly longer than 3 years.