ADLM Association for Diagnostics & Laboratory Medicine™

Duties and Functions of the President-Elect, Board of Directors, and Nominating Committee

Duties and terms of office are governed by the ADLM Bylaws. Terms in office begin on August 1 of the calendar year of designation/election and conclude on July 31 of the final year of the term.

President-elect:

Election to this position initiates a service term of three years:

- As president-elect, the individual serves as a member of the board of directors and executive committee. The president-elect may be called upon to assume the duties of the president in the temporary absence of the president. The president-elect automatically assumes the office of president upon conclusion of the president's term or in the case of a vacancy.
- Upon assumption of the office of president, this individual shall serve as presiding officer of all regular and special meetings of the Association members, Board of Directors, and Executive Committee. The president also serves as a member of the Finance Committee, *ex officio* without vote. The President will typically need to be able to commit 30-40% of their time to ADLM business and activities.
- Upon completion of their terms as president, this individual serves an additional year as immediate past president. Duties of this position include the board of directors and executive committee, liaison to the corporate advisory board, and a member of the nominating committee, ex officio without vote.
- By virtue of the position, the president-elect also serves on the ADLM Board of Certification.

Board of Directors:

Elected members of the board of directors serve a term of three years.

Time Commitment/Schedule for Officer and Board of Director Positions:

Officers and board members are expected to attend and participate in all meetings of the board. Typically, there are three (3) in-person board meetings per year:

- October
- March
- July (in conjunction with the ADLM annual meeting)

Board officers and members are also expected to attend and participate in any additional in-person or zoom meetings or conference calls scheduled between regularly scheduled board meetings.

ADLM provides reimbursement of many but not all travel expenses incurred in attending in-person meetings, including roundtrip transportation and hotel nights associated with board meetings. Except for the president and president-elect, all officers and directors are responsible for their own annual meeting registration and other annual meeting expenses not directly associated with the board meeting.

ADLM Nominating Committee:

The ADLM Nominating Committee prepares a slate of candidates for ADLM's annual election. Each year, the committee must select candidates for President-Elect, at-large members of the Board of Directors, and the Nominating Committee itself. The committee must also select nominees for the Treasurer and Secretary as these positions become available.

Nominating Committee members are expected to participate in three zoom meetings – the first being an orientation in September, the second in November to determine if enough qualified nominations have been received, and the third in late January to select the slate of candidates to present to the membership.

Qualifications

Only professional members are eligible to hold elected office.

Qualifications considered by the Nominating Committee for nomination to open positions include:

- Possessing the experience and skills necessary to effectively perform the duties of the position.
- Typically, candidates for various positions are those individuals who are active and engaged in the association. They have distinguished themselves from the general membership through their participation in association activities and contributions to the field.
- Members located outside of the United States are eligible for nomination.
- It is desirable for the composition of the Board of Directors and the Nominating Committee to reflect the diversity of the association's membership. Members of these bodies are expected to actively support the association's commitment to diversity, equity, and inclusion (DEI).

Although not an absolute requirement, it is expected that members being nominated for president-elect or officer positions shall have served on the board of directors within the past three (3) years; and members being nominated to serve on the board of directors shall preferably have served the association at the committee, division, or section level.

The ideal candidates for the Nominating Committee are those who have substantial experience in ADLM activities and in the field of laboratory medicine. Ideally, they should have served as part of one or more leadership groups such as the Board of Directors, Divisions, Sections, or association-level committees or councils. While the Nominating Committee works from candidate information sheets, it is especially helpful for the committee to include members who have been able to assess the performance of other members from a position of responsibility at ADLM. The candidate information sheet gives the facts, but the Nominating Committee must consider such intangibles as whether the candidates have contributed in their other ADLM assignments, whether they can be counted on, and whether they work collaboratively with others. The slate for the Nominating Committee should include members who can provide input based on their personal knowledge of many of the proposed candidates.