
	<b>AYEYAR HINTHAR HOLDINGS CO., LTD.</b>			
<b>QP</b>	<b>Nominating Committee Procedure</b>	Document Code	Revision	Page
		QP-AHH-03	00	1/2
		Effective Date : 1 <sup>st</sup> August 2018		

# Nominating Committee Procedure

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## Nominating Committee

A nominating committee is a committee that acts as part of an organization's corporate governance. A nominating committees will evaluate the board of directors of its respective firm and examine the skills and characteristics needed in board candidates.

### Responsibility

- Members who serve on the Nominating Committee solicit and vet nominations for three TESOL leadership positions: president-elect, board of directors, and Nominating Committee.
- Members have five core responsibilities:
- Complete an online orientation to the application review process
- Become familiar with the strategic direction and the leadership needs of the association
- Solicit, evaluate, vet, and screen prospective candidates
- Recommend candidates for the slate
- Maintain confidentiality throughout the process
- Additional responsibilities include participating in face-to-face and conference call meetings, communicating with the candidates and their references (e.g., soliciting additional information), and staying abreast of updates and information on the committee email list.

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