

Nominations Committee Position Statement (Job Description)

The Nominations Committee shall consist of 6 members of the Society elected by a vote of the membership. The timing and procedure for electing Nominations Committee members shall mirror that of council members described below. The term for committee members is 3 years and is renewable by subsequent election. The terms of committee members should be staggered so that no more than two members are elected each year.

It is desirable for Nominations Committee members to reflect the diversity of the ICIS membership, including areas of research between cytokines and interferons, geographic regions and career stage.

The Chairperson of the committee shall be appointed by the President with the consent of the Council from among the elected Nominations Committee members.

Nominations Committee Responsibilities:

In accordance with the timelines and procedures outlined on page 3, the Nominations Committee will:

- Ensure there are up-to-date ‘job descriptions’ for each officer, Council members and Nominations Committee position, including suggested attributes desirable for the candidates.
- Solicit the broadest input from the entire membership for names of candidates for Officers, Council Members and Nomination Committee Members.
- Confirm that each candidate agrees to be nominated and will serve a full term if elected.
- Require each nominee to prepare a brief statement of suitability for position.
- Submit a slate of candidates to the Council for confirmation.
- Approximate time commitment
 - Each term is three (3) years.
 - Participate in 1 – 3 videoconference meetings per year. The timing will skew toward April through early June, in accordance with the nominating cycle.
 - Additional time as necessary to contact potential candidates to confirm willingness and ability to serve, and if necessary, collect additional information.

Responsibilities of all ICIS Committee Members:

1. Be familiar with the ICIS, including its [Mission](#) and Values.
2. Actively work to aid the Society to meet its goals and objectives.
3. Understand and fulfill your position/committee’s responsibilities.
4. Be familiar with and do your part to contribute to your committee’s work plan and timeline.
 - a. Support the development of the committee work plan and strategies to achieve Council approved objectives.
5. Be an ambassador for the Society, encouraging others to join and to participate in the Annual Scientific Conference and other activities.

Limits of Authority

1. No committee chairperson or member has the right to enter into a contract or agreement on behalf of the ICIS.
2. No committee chairperson or member may take any final action or make any public statement on behalf of the Society without the prior approval of the Executive Committee of the Council.
3. All committee decisions, unless previously delegated by the Council, are advisory until accepted and approved by the Council.
4. Funds may not be expended or obligated by any committee or committee member for any purpose unless in accord with the approved budget and financial goals for committee activities. Amounts in excess of the budget may not be spent or obligated without the prior approval of the Council.

Conflict of Interest:

Committee Members and Chairpersons will not participate in any association decision in which they have a material interest, without first informing the rest of the Committee of the interest and following proper procedures. Proper procedures in this case mean the following:

1. If an item appears on the Committee agenda in which the Committee Member may have a material interest, the Member must first announce that to the rest of the Committee that they have a material interest in the agenda item.
2. The Member may be involved in the discussion, however, will not be able to vote.
3. After discussion, the Member will be asked to leave the room (or leave the video conference) in order for a vote to be conducted by the Committee without duress.
4. After the vote the Member will be asked to return to the meeting and the Chair will immediately inform the Member of the decision, but not the tally of the vote nor announce which Committee members voted for or against the motion.

Nomination of Officers

- Each year at the time of the Annual Scientific meeting, **the Secretary of the ICIS** shall state which Officer positions (President, President-elect, Secretary, Treasurer) will become open for the next term.
- The Nominations Committee will circulate this information to the members-at-large and invite nominations for successors.
 - Nominations are made by petition and must include a written statement by the nominee of their willingness to serve; and the signatures of three other members.
 - Nominees must be Members in good standing with evidence of relevant scientific interest and activity in the field for at least 3 years.
 - Petitions are to be received by the Secretary by the end of April.
 - The Council shall also make nominations autonomously.
- The Nominations Committee will then verify the willingness of each nominee, if elected, to serve the entire term for which they are running.

Nomination of Council Members

- Each year at the time of the Annual Scientific meeting, the Secretary of the ICIS shall state which Council members' terms will conclude at the end of the following year.
- The Nominations Committee will identify the demographic requirements that are necessary to meet the Bylaws' mandates for representation of cytokine or interferon research and geographical regions be duly represented on the Council.
- The Nominations Committee will circulate this information to the members-at-large and invite nominations for successors.
 - Nominations are made by petition and must include a written statement by the nominee of their willingness to serve; and the signatures of three other members.
 - Nominees must be Members in good standing with evidence of relevant scientific interest and activity in the field for at least 3 years.
 - Petitions are to be received by the Secretary by the end of April. (Note bylaws state March 1, but this has not been past practice. Need to update bylaws.)
- The Nominations Committee will then verify that nominees have the scientific background consistent with the goals and objectives of the ICIS and the willingness, if elected, to serve the entire term for which they are running.

Nomination of Council Members for Inclusion and Training (I&T)

The ICIS Council shall include two members for Inclusion and Training. These members serve 2-year terms, elected in alternating years. The Council Members for I&T are early career professionals and must demonstrate the following attributes:

- Evidence of excellence in promoting diversity and inclusion awareness in science and their STEM communities.
- Excellence in cytokine science.

The process of nominations for the I&T members is the same as for Council members above, except that the position is for a term of 2 years.