



**APTA**

**Academy of Cardiovascular  
& Pulmonary Physical Therapy™**

**APTA Academy of Cardiovascular & Pulmonary PT  
Position Description**

**Nominating Committee**

**Term:** consist of three (3) eligible CVP Section members. One member, elected each year, shall serve a term of three (3) years or until the election or appointment of his or her successor.

- The senior member of the committee shall serve as Chairperson of the Nominating Committee.
- The Chairperson shall attend APTA Academy of Cardiovascular & Pulmonary PT (CVP) Meetings when invited by the President (~2-3/year) and APTA CSM.
- Only the Chairperson of the Nominating Committee will serve on the CVP Board of Directors (BOD) as a non-voting, ex-officio member.
- The Nominating Committee shall seek out candidates for vacant offices, review their qualifications, ascertain their willingness to serve, and nominate eligible and interested members for each available elected office.
- The Nominating Committee representative shall submit the slate of nominees to the membership at least ninety (90) days prior to the annual CVP Section Business Meeting.
- The outgoing Chair shall be an ex-officio member of the Nominating Committee for the year following the expiration of his or her term of office. This member shall serve in an advisory capacity so long as such service does not preclude other Section activity.
- The Nominating Committee members should solicit nominations for APTA National and Academy Awards.
- The Nominating Committee should review award nominations and then send the completed nominations to the CVP BOD to vote for the award recipients.
- The Nominating Committee may seek guidance from the CVP BOD as the Committee chooses.
- Orient the incoming Nominating Committee Chair following the close of the Business Meeting at CSM. As part of the orientation process, the immediate past- Nominating Committee Chair shall serve in an advisory capacity for one year so long as such service does not preclude other Section activity.
- The new Nominating Committee Chair will provide orientation and mentoring to the new Nominating Committee Member.