



AFESA

ASSOCIATION OF FIRE AND EMERGENCY SERVICES ANALYSTS

Charter

Nominating Subcommittee

Chartered May 19, 2025

Period Covered: July 1, 2026 through June 30, 2028

Appointed under the AFESA Bylaws, Article VI

Members

The Nominating Subcommittee will include three to five members; a Chair, Vice Chair, and at least one additional member, but no more than three additional members. In accordance with the AFESA's bylaws, the Nominating Subcommittee will recommend qualified members to the Governance Committee for appointment to the subcommittee.

Governance Committee Liaison

AFESA Chair

Purpose

The Nominating Subcommittee shall ensure that the AFESA is governed by effective leadership and qualified subcommittee members by identifying, vetting, and recommending members for appointment to the Governance Committee, subcommittees, or other association positions in accordance with the AFESA's bylaws and strategic needs.

Authority

1. You are authorized to use any means and resources, except for those identified under "Restrictions," to achieve the subcommittee's purpose.
2. You are authorized to establish additional goals and ideas that support your purpose.
3. A quorum of subcommittee members (3) must be present to make decisions.



Nominating Subcommittee

Subcommittee Responsibilities

1. Review the qualifications of potential candidates for leadership roles in AFESA.
2. Ensure there is diversity and balance of professional background, geographic representation, and agency size/authority in candidate pools and on the Governance Committee and subcommittees, whenever possible.
3. Establish and maintain procedures for successful completion of subcommittee responsibilities.
4. Contribute questions to the annual AFESA Membership Needs Assessment survey designed to understand the best way this subcommittee can help meet the AFESA members' learning needs, interests, and preferred methods of receiving information.

Collaborative Responsibilities

1. Working with the Membership Subcommittee, confirm the eligibility and willingness of potential candidates to serve in the proposed position's capacity and for its full term.
2. Working with the Membership Subcommittee, ensure nominated members comply with bylaw stipulations.
3. Working with all subcommittees, provide content for the annual membership needs assessment.

Governance Committee Engagement

1. Make appointment recommendations to the Governance Committee for the Governance Committee, subcommittee members, or other association positions.

Restrictions

1. All publications must be submitted to the Governance Committee for approval before dissemination.
2. You may sign no contract, letter of agreement, memorandum of understanding or similar document with a commercial entity, nor any agreement that encumbers AFESA to funds more than your budgeted maximum, without the approval of the AFESA Governance Committee.
3. You may not alter the AFESA logo for any reason. An official, high-quality logo is available from the Governance Committee.

Meetings

1. Regular meetings shall be held, at a minimum, once per calendar quarter.



Nominating Subcommittee

Review, Renewal and Discussion

The AFESA Governance Committee shall review the provisions of this charter with the Chair in early 2028. We anticipate renewing the charter after its term of expiration and continuing the subcommittee in perpetuity unless, after review, the subcommittee is deemed unproductive or ineffective.

Chartered under my authority as the Chair of the Association of Fire and Emergency Services Analysts on May 19, 2025, with the ratification of the AFESA Governance Committee.

Jessica LeBlanc, AFESA Chair