

## **September 2023 Mandate for the General Secretary Nominating Committee**

1. The Nominating Committee is asked to follow the steps of the General Secretary Selection Process (Amended and Restated November 2015), which is an amended version of the 2007 and 2003 procedures used by the previous Nominating Committees. Should there be a need for further changes in the procedure, the Committee is asked to communicate with the General Council.
2. The Committee is asked to document the steps of the process in a way that would be useful to the next Nominating Committee. At the end of the nominating process, the Committee is asked to review the nominating procedure and communicate its assessment to the General Council, including any recommendations for changes in the procedure.
3. A Chair and Co-Chair will be identified for the Committee. The chair should be announced to the General Council and to the members. The Chair will serve as a liaison to the General Council and ASA office.
4. The General Council will recommend guidelines and timetables for the nominating process to be used by the Committee. If difficulties arise with the timeline (or other aspects of the procedure), these should be communicated to the General Council.
5. The Committee should review carefully the description of the General Secretary's position that is to be filled. Should the committee have any questions about the position or about any part of their process, they should contact the General Council.
6. The Committee will hold meetings virtually via the venue decided by the Committee.
7. Absolute confidentiality is required both during and after the nominating process. At the end of the process, when a next General Secretary begins his/her term, all nomination letters and other confidential documents, both digital and paper, should be destroyed.
8. The Nominating Committee shall remain in existence until the General Secretary is selected and begins his/her term after which time the Committee shall be disbanded.

Mandate signed by:

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Helen-Ann Ireland  
for the General Council

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Christine Burke  
for the General Council