

## MEMBERSHIP, NOMINATIONS AND ELECTIONS COMMITTEE

- Recruits, screens and recommends potential candidates for membership to the Planning Council
- Tracks Planning Council membership classifications and demographics, as well as changes in population affected by HIV/AIDS
- Ensures all Planning Council members, including new members, receive orientation and training provided by the Planning Council in coordination with the Administrative Agent
- Recommends to the Executive Committee that a person be removed from the Planning Council for failing to fulfill his/her responsibilities in accordance with these bylaws or Planning Council Code of Conduct
- Recommends appropriate membership classification and representation modifications
- Tracks members' attendance records at Planning Council and Committee meetings, and reports attendance concerns to the Executive Committee

## MEMBERSHIP, NOMINATIONS AND ELECTIONS COMMITTEE (CONT.)

- Notifies the Planning Council of vacancies
- Reviews the nomination process
- Creates a public relations process
- Establishes a mentoring program
- Performs other duties as may be required  
or as assigned by the Planning Council