NWA Committee and Task Force Membership Appointment Process

Policy

NWA’s policies are set by the Members of NWA. Participating on one of NWA’s Committees and Task Forces helps Members grow professionally, build lasting networking relationships with their peers, and shape important policies for the future of WIC and WIC mothers and children.

NWA Committee and Task Force membership applications shall be reviewed and processed in a timely manner.

Procedure

1. Committee and Task Force vacancies are posted on the NWA website and advertised in Association Update and Monday Morning Report and advertised in Association Updates and Monday Morning Report and are given a 30-day deadline, which may be extended as needed, if openings are not filled.

2. NWA Committee/Task Force membership applications are submitted to the NWA Manager, Membership Engagement either:
   a) by the person seeking appointment; or
   b) through nomination by another NWA member.

3. Once applications are received, the Manager, Membership Engagement, collects them until the set deadline. After the deadline, he/she sends them to the appropriate Section Chair for review by the Section and/or the Chair of the Committee/Task Force in question as outlined below:

   - State Agency Director Representative: Reviewed by State Directors Section
   - Nutrition Services Section Representative: Reviewed by Nutrition Services Section
   - Local Agency Director Representative: Reviewed by Local Agency Section
   - At-Large: Reviewed by the appropriate Section consistent with the applicant’s Section of origin.

The Manager, Education and Membership Engagement will also include a current list of committee/taskforce members so that geographical representation and gaps in
expertise can be taken into account.

In situations where there are more applicants than available vacancies, recommendations will be based on a majority vote by the Section members. In the case that the section cannot decide on one applicant to be recommended, the two most qualified candidates’ applications will be forwarded to the Board Chair for a final decision (see step 4). Should a Section receive more than one application for an At-Large position, and is unable to make a final recommendation between two finalists, the competing applications will be sent on to the Board Chair for a final decision (see step 4).

4. After reviewing an applicant, whether or not the applicant is recommended, the reviewing Section Chair will notify the NWA Manager, Education and Membership Engagement. The Manager, Education and Membership Engagement will then forward the recommendation/s to the Association’s Board Chair for final approval or rejection. For joint NWA and USDA workgroups, reviews will be conducted by the appropriate Section as determined by the Board Chair.

5. If the Board Chair approves of an applicant, s/he will inform the NWA Manager, Education and Membership Engagement who will send a letter of appointment to the appointee that includes the start and end date of the appointment along with a Committee/Task Force roster and a Committee/Task Force job description. A courtesy copy of the letter will be shared with the Section Chair and/or Committee/Task Force chair, as well as the Board and NWA staff liaison/s for the committee/task force in question.

6. For candidates who are not appointed, a notification letter will be sent to them. A blind courtesy copy of the letter will be shared Section Chair and/or Committee/Task Force chair.