A. Purpose
The committee shall solicit individuals who are willing and able to serve as officers and directors on the National Board of RETA.

B. Responsibilities
1. The Nominating Committee Chair is the immediate Past-President and continues to stay in touch with RETA, attends the National conferences and is aware of the “pulse” of RETA on a current basis. The Chair appoints two people to help the Chair serve on the committee. These people are not “Co-Chair”, but rather committee members. Typically, but not necessarily, these people are also past National Presidents who are in current touch with RETA.
2. Nominations normally involve only the Vice President, as well as the required incoming Directors, depending upon the number of Directors vacating their seats on the Board that year.
3. Before placing the names of nominees for office in formal nominations, a recommendation from the current president may be considered. Further, a geographical balance should be considered so that one area of the country, or one RETA chapter, does not dominate the executive chairs, or the director chairs, and all of the association membership is represented.
4. In all cases, and particularly with the Vice President, a personal discussion must be held between the potential nominee and the Chair of the Nominating Committee. The purpose is to establish that person’s willingness to serve in the position being recommended, as well as his ability to serve taking into account the time required, expenses, and travel.
5. Prior to public announcement of the Nominating Committee’s slate of nominees, discussions regarding potential nominees and the final list of nominees shall be kept confidential and restricted to the Nominating Committee, current President, and Chair of the Board.
6. The Nominating Committee Chair, at a business meeting of the National Conference, submits nominations directly to the association membership. By parliamentary procedure a call for “nominations from the floor” is required before nominations are closed. Historically, the Nominating Committee Chair offers only one name for each office, selecting the best qualified for the office. However, “nominations from the floor” may create more than one nominee for an office, which is acceptable.

C. Selection Procedure
1. It is the purpose of the guidelines to guide the Nominating Committee through their selections of new national officers and directors. RETA is seeking the best individuals available who will commit to keep RETA strong in membership, financially healthy, and who will keep the education of industrial refrigeration operators as their driving force.

2. The Nominating Committee will make every effort to keep a balance of representation and leadership on the Board. This is to say that a fair number of Board members should have background and experience in the operation and service of industrial refrigeration systems. The Board should be representative of the industry and include operators, technicians, engineers, manufacturers, manufacturer representatives, and other industrial refrigeration consultants. It is not the purpose of these guidelines to “absolutely dictate” to the Nominating Committee who they can nominate. RETA is a national organization, and we should keep this in mind with our
selections. It is in RETA’s best interest to spread the leadership around the country, and to have a diversity of individuals and companies represented on the national Board.

3. A call for nominations will be mailed out to the entire membership to give equal opportunity to everyone in the organization. This is published as a public announcement in the spring RETA Breeze.

4. The Nominating Committee reviews the written submissions from the candidates. These written submissions are for individuals who will be selected as new directors for three-year terms.

5. The Nominating Committee begins selecting the candidates based on the Selection Guidelines. The appropriate number of candidates will be selected to fill the vacancies that will be created by outgoing board members.

6. The Executive Director contacts each candidate and provides them with the “scope of obligations and responsibilities”.

7. The Executive Director receives the final commitment from each candidate.

D. National Officer Guidelines

1. To be nominated for an officer position, the individual should have served as a director on the national Board for at least three years.

2. The newest officer, who will usually be the incoming Vice President, should not be an employee of the same company as any of the present national officers. RETA does not want to overburden any single company with the financial and time requirements that are involved in proper Board participation. RETA should spread the participation in this organization around and not give the perception that any one company is dominating RETA.

3. The new nominee should have leadership skills.

4. The new nominee should have shown interest in moving upward through the officer positions to the presidency.

5. Consideration should be given to the geographical location or region of the country that the nominee is from, compared to his two immediate predecessors. RETA should try to spread the leadership of the organization around the country, and not overload or exclude any particular region.

E. National Director Guidelines

1. The nominee must be associated with the industrial refrigeration industry.

2. The nominee must have submitted a written response to the nomination.

3. The nominee should have his or her company’s support and backing.

4. The nominee must be able to serve a three-year term.

5. The nominee must be a member of RETA.

6. The nominee will have shown a keen interest in the organization and has preferably participated as an officer on the chapter level or RETA committees.
F. Duties of RETA National Officers and Directors

1. Introduction
   • RETA is classified as a 501(c)(6) organization, which is led by volunteers. RETA’s mission statement **TO ENHANCE THE PROFESSIONAL DEVELOPMENT OF INDUSTRIAL REFRIGERATION OPERATING AND TECHNICAL ENGINEERS.** The driving force of the organization is primarily to continue to educate the operators and technicians in the industrial refrigeration field. A secondary purpose is to continue to educate and inform the industrial refrigeration industry in general regarding all aspects of education, safety, training, etc.

2. Scope of Obligations and Responsibilities for National Officers and Directors
   • RETA does not subsidize any travel or expenses related to attending Board meetings. The national Board of RETA meets twice per year. Once at the national conference in the fall and once at a mid-year Board meeting in the spring. All national officers and directors are expected to attend Board meetings. All national officers and directors are expected to continue to show interest and dedication to the organization throughout their terms.
   • It is our sincere hope that the employers of our national officers and directors will support their employees with the resources to perform their duties. These resources fall under three general categories. The categories are money, time and utilities. Financial support will come in the form of paying for the travel, lodging, meals, etc. to attend Board meetings. Time will be spent on Board meetings, travel, and on the telephone/internet. Estimated average time may be from 30 minutes to four hours per week.
   • Board members may be asked at some point to chair one of RETA’s many committees or at least to assist a committee Chair.
   • National directors serve three-year terms
   • National officers will advance through the chairs annually. The yearly terms in order are:
     - First year: Vice President
     - Second year: Treasurer
     - Third year: Executive Vice President
     - Fourth year: President
     - Fifth year: Chair of the Board

*Note: There is one national officer position not listed above which is the Executive Director. The Executive Director is from RETA’s association headquarters.*

• For these reasons, becoming a national officer should be considered a five-year term. Each chair or officer position also has specific duties attached to it.