A. Solicitation
A letter is sent from the Chair of the Nominations Committee (NC), no later than late December early January, to Member Association Presidents (with a copy to IAA Committee and Section Chairs) seeking nominations for:

1. President Elect
2. Membership of statutory and limited membership committees
3. Other leadership roles

B. Evaluation
The NC considers information on the individual's credentials as follows:

1. Endorsement from the individual's home association
2. Endorsement from other member associations
3. Career achievements
4. Past roles in professional associations and feedback on performance
5. Past roles in the IAA and feedback on performance (including results of the Effectiveness survey)
6. The names of three references, including both career and professional association colleagues (for President-Elect only)
7. Signing of the IAA fit and proper form and a waiver to approach the individual's home association (for President-Elect only)
8. Availability

C. Selection
1. Identify the best candidates for the position from the list of nominations/suggestions, having discounted where necessary those already nominated for another position.
2. Where possible, select a candidate(s) from 1 which is consistent with geographic diversity amongst the committee/leadership group being considered.
3. Where possible, select a candidate(s) from 2 to have regard to gender, English speaker status, size of association.
4. Consider any other issues
5. Potential grounds for the elimination of candidates include:
   a. Conviction for criminal offence
   b. Being officially debarred from holding office in financial or other organisations
   c. A blemish on the individual's professional discipline record (to the extent this can be established – how discipline is handled and publicised will vary from one association to another)
   d. Non-trivial reputation issues