

## AIEA Committee Member Nominations Process/Timeline

**By Sept 15:**

Chair should let AIEA Secretariat know how many committee openings are available

**October 1:**

AIEA Secretariat to send call to AIEA Listserv for members with deadline for nominations at October 15

**October 16-20:**

Secretariat will send nominations to Chair

**By November 5:**

Chairs to discuss nominations with AIEA Executive Director

**November 10:**

Chairs should send list of new members to AIEA President (with cc to [info@aieaworld.org](mailto:info@aieaworld.org)) for official appointment

**November 19:**

New committee members officially appointed by AIEA President or by chair on behalf of president

**December 6:**

Chairs to send final list of new members including name, email, and institution to the Secretariat ([secretariat@aieaworld.org](mailto:secretariat@aieaworld.org)). The Secretariat will add new members to the committee listerv and the AIEA website.

**February at Annual Conference:**

New committee members “officially” join committee at the February meeting and begin their three-year term.