



## WHAT YOU SHOULD KNOW BEFORE YOU SUBMIT AN NCAA COMMITTEE NOMINATION

The Division III Nominating Committee is charged with reviewing the slates of nominees and forwarding recommendations to the Division III Management Council and Championships Committee for appointments to all Division III committees (except for the Division III Presidents Council) and Division III positions on Association-wide committees.

*The Nominating committee wants you to know:*

- The committee considers the following criteria when selecting candidates (in no order):

- ✓ Balanced representation from conference and independent institutions.
- ✓ Balanced institutional representation within conferences.
- ✓ Gender diversity.
- ✓ Ethnic diversity.
- ✓ Balanced geographic representation.

In addition to the factors above, selections may also be based on representation of institutions of diverse size, and of public and private institutions.

- Only complete nomination forms are accepted. Be sure to complete all applicable fields on the web-based nomination form. Additional materials are not requested and are not shared with the Nominating Committee if received.
  - ✓ ***Clearly state your rationale and qualifications for serving on a specific committee. Make sure your statement reflects the reason you want to serve, and the experience and qualities you bring to the committee.***
  - ✓ ***Your institution must sponsor the sport to serve on a sport or sport rules committee.***
- Prior committee experience is preferred when appointing individuals to the Strategic Planning and Finance, Financial Aid, Membership, Nominating and Championship Committees.
- To maximize committee service opportunities, committee members should only serve on one committee at a time. The Nominating Committee can recommend appointment to an additional committee if special circumstances exist.
  - ✓ ***This policy does not pertain to the selection of Management Council appointees, who will be considered regardless of their current committee service.***
- The committee has the authority to solicit additional nominations for any committee vacancy if it feels it will enhance the pool of eligible nominees.
- Regional Advisory Committee experience, or similar ranking experience, is preferred for sport committee appointments. *If you are interested in serving on a Regional Advisory Committee, please contact your conference commissioner.*
- When filling coaching positions on sports committees, preference will be given to individuals who have coaching experience in the same sport and gender as the sports committee. Assistant coaches are eligible for consideration.

For information on the Division III committee appointment process click [here](#).

For information on the timing of Division III committee appointments click [here](#).

To view the NCAA Committee Administration website click [here](#).