

Purpose:

To establish the procedures and guidelines for the PTSF Board of Director's Nominating Committee in soliciting, evaluating, and recommending candidates for board membership and officer positions in accordance with the organization's bylaws and Emergency Services Act 2009.

Procedure:

Committee Responsibilities and Structure

1. The Nominating Committee is responsible for:
 - A. Soliciting nominations from board members and partnering organizations as defined by the Bylaws.
 - B. Evaluating potential candidates.
 - C. Preparing recommendations for the Board.
 - D. Ensuring compliance with bylaws requirements.
 - E. Maintaining confidentiality throughout the nomination process.
2. The Nominating Committee Chair and members are appointed by the Board Chair. The Chair should have participated in at least one nominating committee meeting prior to the Chair appointment. There is no term limit for committee participation.
3. The Nominating Committee meets annually, typically in November, unless an unexpected vacancy occurs, and the Board Chair requests an ad hoc meeting requiring immediate attention.

Nomination Process — Board Officer Positions

1. The President shall formally request nominations from all board members for open Board Officer positions.
 - A. Call for nominations opens no later than 30 days prior to the committee meeting.
 - B. The call for nominations must conclude within 10 days.
 - C. The PTSF facilitates the nomination process.
2. The request for nominations must
 - A. Clearly state the ten-day response deadline.
 - B. Specify which positions are open for nomination.
 - C. Include instructions for submitting nominations.
 - D. Reference the relevant Board Position Descriptions.
3. Nomination submissions must
 - A. Be received within ten days of the request.

- B. Include the nominee's full name, relevant background information and qualifications.
- C. Comply with qualifications as noted in the Board Position Descriptions.
- D. Nominees will be contacted by the President to confirm willingness to accept nominations.

Nomination Process – Board Member Positions

1. The President shall formally request nominations from all partnering organizations for Board Member positions, including notification of nomination need no later than July of the year prior to the vacancy.
 - A. This process includes reaffirmation of current Board Member's per-term eligibility confirmation and vacant position needs.
2. Nominations for Board Member positions representing partnering organizations must adhere to the following criteria:
 - A. General Board composition should consist of
 - i. No more than one board representative per hospital
 - ii. A balance of trauma center accreditation levels as well as at least one non-trauma center representation
 - iii. A balance of geographic locations
 - B. The partnering organization should submit multiple names to provide a geographic and trauma center mix.
 - i. PAMED: Will nominate surgeon representatives from among the following: Trauma Medical Director, Chief of Surgery Division, Chairperson of the Department of Surgery, Head of Surgical Residency Program, or a staff surgeon who has a significant portion of their clinical practice in trauma and is a member of the trauma team in an accredited trauma center.
 - ii. Subspecialty Surgeons (Orthopedic and Neurosurgery) should be actively practicing their specialty and have significant involvement in trauma.
 - iii. PACEP: Will nominate emergency physicians from among the following: Director of the Emergency Medicine Department, Director of the Emergency Medicine Residency Program, or a staff emergency physician who has a significant portion per month of direct clinical practice in an emergency department from an accredited trauma center and has clearly defined role in the trauma centers trauma program. One of which must be a physician member of the Pennsylvania College of Emergency Physicians.
 - iv. PSNA and PATNAC: Will either presently be in the role as a Trauma Program Manager/Director or have functioned in that role in the past. Must be members of specialty professional nursing organizations that provide nursing care to trauma patients.
 - v. Hospital Administrators: Will be nominated to ensure that at least two are employed at accredited trauma centers and no more than two are from the same section of the state.
 - C. Nomination Information
 - i. Board Members may live out of state but must be employed in Pennsylvania to maintain board membership.
 - ii. Resignations and unanticipated vacancies will be reviewed on a case-by-case basis with the foregoing guidelines serving as a basis for the nominations.

- iii. Nominees to board positions that are unexpired will complete the unexpired term of the predecessor and may be eligible for recommendations by partnering organizations for a three-year term serving a maximum of three full terms. The full term is three years.
- iv. It is understood that members will fulfill the above requirements on the initial appointment, but should their clinical/employment position change, the board should be informed as quickly as possible. If the new position no longer meets the requirements of the foundation, the Board Chair and/or Nominating Committee may seek another nomination to fill the board's seat.

Evaluation Criteria

1. The Committee shall evaluate candidates based on:
 - A. Professional Qualifications:
 - i. Relevant expertise and experience
 - ii. Professional achievements
 - iii. Leadership capabilities
 - iv. Previous board experience (if applicable)
 - B. Geographic Considerations:
 - i. Current board geographic composition
 - ii. Current board trauma center level composition
 - iii. Need for regional representation
 - iv. Potential to enhance geographic diversity
 - C. Organizational Alignment:
 - i. Understanding of the Foundation's mission
 - ii. Commitment to the Foundation's goals and objectives
 - iii. Potential contribution to the Foundation's purposes
 - iv. Ability to foster organizational development

Selection and Approval Process — Candidate Review

1. The Nominating Committee shall review all nominations received within the deadline.
2. Each candidate shall be evaluated against established criteria.
3. The Committee shall submit a slate of recommended candidates to the Board at the last board meeting of the calendar year. The Board will review and vote on approval of the candidates.
4. The Nominating Committee Chair, in collaboration with the PTSF President will notify selected and non-selected candidates and partnering organizations with five business days of the decision.

Confidentiality

1. All Committee members must maintain strict confidentiality regarding:
 - A. Names of nominees.
 - B. Deliberations and discussions.
 - C. Final recommendations prior to Board approval.
 - D. Any sensitive information received during the process.
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Original Date: September 2025

Review Date:

Revise Date:

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