

SRTR Nominations Committee

Policies and Procedures

Date:

04/10/2025

- I. Purpose: The SRTR Nominations Committee (SNC) exists to assist in facilitating a transparent nomination process for membership to the SRTR Review Committee (SRC) or its subcommittees, including Human Centered Design, Patient and Family Affairs, and Analytical Methods.
- II. Composition: The composition of the SNC will ensure that its members fully understand SRTR organizational complexities and strategic goals, recognizing the leadership attributes and skill sets needed to participate in the SRC and its subcommittees. The SNC will be composed of the following members:
 - a. Chair of the SNC: an SRC co-chair
 - b. At minimum, 2 current voting SRC members
 - c. When nominations for subcommittee membership are being considered, the co-chair and staff co-chair of the subcommittee will be included as voting members of the SNC.

The committee members will rotate at 3-year intervals that may or may not be coincident with their term on the SRC or its subcommittees. Members of the SNC will be recruited from current SRC and subcommittee members.

- III. Guiding Principles: The SNC will strive for a constituency *and* competency for SRC and subcommittee membership.
 - a. Positions solicited will be representative of required constituency groups within the needs of the SRC and its subcommittees, with an emphasis on competency and leadership.
 - b. Representation on the SRC must include the expertise of the departing voting members. This context and expertise should include the following considerations: organ procurement organization operations, medical/surgical care in kidney/liver/heart/lung/pancreas/small intestine/vascularized composite allograft transplantation, transplant administration, HLA laboratory operations, living donation, pediatric transplantation, and transplant analytics or epidemiology.
 - c. Representation for subcommittees will be based on the focus of that subcommittee.
- I. Prior to the nomination process, subcommittee chairs will provide the criteria and experience necessary to perform the role of member to their subcommittee, as well as to chair that subcommittee, if applicable.
- d. Solicitation for nominations will be distributed to all transplant centers, and appropriate stakeholder organizations including professional societies and patient advocacy groups.
- e. The SNC will educate nominators and nominees about the process and role they are participating in.
- I. Evaluate the current SRC structure and the members rotating off for constituency-based gaps; communicate those desired categories in the call for nominations.
1. Do the same for subcommittee membership.
- II. Clearly communicate SRC and subcommittee roles and responsibilities as well as time commitments in the call for nominations by linking to job descriptions for each position. This includes access to the current SRTR Charter.
- III. Communicate the criteria for SRC and subcommittee service in the call for nominations.

- IV. Require a personal statement from nominees that addresses the qualities sought by the SRC with concrete examples.
- V. Require a curriculum vitae or résumé from nominees.
- VI. Interview nominees as necessary to assess their abilities and commitment before the SNC meets to develop a list of candidates for selection.
- IV. Procedures:
 - a. A call for SRC nominations will be issued following the spring SRC meeting (typically in April) and remain open for approximately 90 days for seating on the SRC or one of its subcommittees for January of the following year.
 - I. Communication will be made to all transplant centers and appropriate stakeholder organizations, including professional societies and patient advocacy groups, so that they may facilitate communication to their membership.
 - II. The SRTR website will include a posting to the public for nominations.
 - III. SRC subcommittee chairs may directly solicit candidates with expertise for their subcommittee.
 - b. Deadlines will be set for the receipt of nominations via email to the SNC. To be considered a valid nomination by the SNC, the following conditions must be met:
 - I. The nominee must complete the application fully.
 - II. The nominee must describe their abilities to participate in the SRC or one of its subcommittees as outlined by the roles of each in the SRC Charter.
 - III. Nominees will provide disclosure of any potential *conflicts of interest* for review by the SNC following application submission, as directed by the SNC or SRTR staff.
 - IV. Nominations will not be accepted after the deadline.
 - c. SRTR contractor staff will review each nomination for completeness. If the nomination packet is incomplete, staff will notify the nominee and provide a deadline for completion.
 - d. A comprehensive list of nominees will be compiled and sent with the nomination packet for each nominee to the SNC.
 - e. SNC members will review all applications in the beginning of the fourth quarter of the year and meet by the start of October for discussions.
 - f. After review, the SNC will provide recommendations for SRC or subcommittee participation to the current SRC.
 - I. All SRC co-chair candidates will be interviewed by SNC or SRTR staff.
 - II. Subcommittee chairs will review and vote for their subcommittee's representation to the SRC.
 - g. A portion of the fourth quarter SRC meeting will include open discussion about the suggested panel of nominees.
- V. SNC Meeting Preparation:
 - a. The SNC will meet virtually to select nominees for the final group that will be recommended to the SRC for approval.
 - b. One week before the meeting, each SNC member will be sent an agenda book that includes the following information:
 - I. A meeting agenda
 - II. Current committee rosters
 - III. SRC and/or subcommittee open positions required to be filled
 - IV. A full list of nominees and which open position each has applied for, with their accompanying nomination packets
 - c. Candidates will be reviewed using a scoring rubric from 1 (least) to 10 (most) for the following characteristics: knowledge of transplantation relevant to the SRC or subcommittee, leadership

skills, collegiality, past record of accomplishment and/or commitment in transplantation, and personal statement impact.

- d. Nominees for the subcommittees will be reviewed first by the subcommittee co-chairs with recommendations brought forward to the full SNC for consideration.
- e. Review of conflicts of interest and other administrative concerns will occur after the ranking is completed.

VI. SNC Meeting Procedures:

- a. Following discussion of each candidate, SNC members will vote yay or nay for their selection.
- b. For nominees for whom an SNC member has a potential conflict of interest, the member should abstain from the discussion or voting.
- c. Members of the SNC will not be deprived of voting for nominees employed by the same hospital or stakeholder organization.
- l. Any SNC member may choose to abstain from voting at any time if they wish.
- d. Successful nominees will be chosen by a simple majority of the votes cast for that position.
- e. Proxy votes will not be permitted from committee members.
- f. Nominations at the face-to-face meeting will not be permitted.
- g. If more than the required number of selections is made for each open position, the SNC will review all candidates for that seat and a rank ballot will be taken; the highest-ranking candidates for that seat will be chosen. In the event of a tie, a new ballot will be taken following discussion by the SNC of the tied candidates until a highest-ranking candidate is selected.
- h. SRTR contractor staff will maintain a list of applicants who were considered for an open position but not chosen, to encourage reapplication in coming years.
- i. SRTR contractor staff will maintain all minutes and records of the nomination process and selection.

VII. SRC Review, Recommendations, and Final Approval

- a. The SNC will advance their recommendations to the SRC at its fourth-quarter meeting.
- b. A simple majority vote by the SRC will advance the recommendations for final approval. If a simple majority is not achieved, the nominee(s) in question will be returned to the SNC for further consideration. New nominees will be returned to the SRC for consideration until a simple majority is reached. Voting by email or other electronic means will be allowed if a nominee is not advanced at the in-person meeting.
- c. Final approval will be made by the SRTR Directors in consultation with the Health Resources and Services Administration (HRSA) Contracting Officer Representative.
- d. Invitations will be sent following approval by the SRTR Directors and the HRSA Contracting Officer Representative.