

OPTN Nominating Committee

Meeting Summary

April 12th, 2023

Webex

Dianne LaPointe Rudow, ANP-BC, DNP, FAAN, Chair

Introduction

The Nominating Committee met via Webex 04/12/2023 to discuss the following agenda items:

1. Welcome
2. 2024-2025 Committee Needs Assessment
3. Review and Discuss Job Description Project
4. Next Steps & Adjourn

The following is a summary of the Committee's discussion.

1. Welcome

Dianne LaPointe Rudow, Chair of the Nominating Committee, welcomed the committee to the meeting.

2. 2024-2025 Committee Needs Assessment

Dr. LaPointe Rudow introduced staff from Policy and Community Relations who then reviewed the process that is conducted to develop the Committee Needs Assessment. They noted that committee support staff provide committee leadership with the current makeup of the committee along with the perspectives rolling off. The data provided to committee leadership includes gender, race, expertise, and patient affiliation. The committee leadership then analyze the provided data to create their committee needs. UNOS staff will draft the Committee Needs Assessment based on needs stated by each committee. The Board Nominating Committee will review the drafted Committee Needs Assessment for feedback and final approval. Dr. Adrienne Goodrich-Doctor, HRSA Representative, asked if year-over-year data could be shared with the Nominating Committee. Staff will provide this data in an upcoming meeting.

Next steps:

The Committee will review the drafted 2024-2025 Board and Committee Needs Assessment to provide feedback and finalize the document during the April 26, 2023 meeting.

3. Review and Discuss Job Description Project

Dr. LaPointe Rudow explained that the next project for the Nominating Committee was Board Member Position Description review, noting that the committee developed this project idea in the fall. Updated Board Member Position Descriptions will help to provide continuity between the spring Nominating Committee work to write the needs assessment and the fall Nominating Committee work of identifying candidates for vacancies. The member position descriptions will also be posted to the OPTN website and linked within the Needs Assessment to provide transparency and clarity to community members applying for the Board of Directors. The Committee decided that they would like to review the member descriptions via SharePoint in order to make edits on the drafted documents. Dianne LaPointe Rudow

recommended the Committee also have current Board members of each position review their position description, including the Secretary and Treasurer who are not members of the Nominating Committee.

Summary of Discussion:

The Nominating Committee will review Board member descriptions and suggest edits and enhancements.

Next steps:

Board support staff will upload the drafted documents to SharePoint for the Committee to review.

4. Next Steps & Adjourn

Summary of Discussion:

The Committee will receive links to the Committee and Board drafted Needs Assessment for their review and feedback. Support staff will incorporate their feedback and the Committee will finalize the 2024-2025 Board and Committee Needs Assessment during the virtual meeting on April 26. The Committee will also receive a link to the drafted Board member descriptions.

Attendance

- **Committee Members**
 - Dianne LaPointe Rudow
 - Jerry McCauley
 - Jim Sharrock
 - Laurel Avery
 - Manish Gandhi
 - Meg Rogers
 - Melissa McQueen
 - Nicole Hayde
 - Valinda Jones
 - Wendy Garrison
- **HRSA Representatives**
 - Adrienne Goodrich-Doctor
 - Shannon Taitt
- **UNOS Staff**
 - Anna Messmer
 - Morgan Jupe
 - Susie Sprinson
 - Tina Rhoades