



# Mountain Pacific Association of Colleges & Employers (MPACE) Board Role Nomination Form 2019

Date of Nomination:		Your Name:	
Email:		Phone:	
Person You Are Nominating:			
Nominee Email:		Nominee Phone:	
Board Position: (if nominating candidate for more than one position, please indicate such on this form; no need to fill out a separate one)			

Please provide information about your nominee that you would like to be taken into consideration during the vetting process (i.e. any experience you have working with this person, any committees you are aware of that this person has participated on, etc.):

Nominee Supervisor:		Supervisor Phone:	
Is the nominee aware you submitted her/his name?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is the Supervisor of nominee aware of your submission?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown

Nominees will be considered for roles to begin July 1, 2019 for a two-year term; note that a six-month transition period commences January 1, 2019. The President role begins at the same time and is a three year term, serving in 1 year terms as President Elect/President/Immediate Past President.



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## ROLES OPEN FOR NOMINATIONS

### President-Elect

Position Charge: The President Elect shall perform all the duties of the President in his/her absence or at the President's request. The President Elect shall chair the Financial Advisory Committee, collaborate with the Treasurer and President in the development of the Association's annual budget, and perform other duties as may be assigned by the President.

### Secretary

Position Charge: The Secretary serves as a Corporate Officer of the association and as such is charged with ensuring the maintenance of all records of the Association in collaboration with the Executive Director and serving as the Association's Historian.

### Treasurer

Position Summary: The Treasurer is charged with overseeing the management of all financial matters related to the operation of the Association in conjunction with the Executive Director; monitoring and maintaining a custodial responsibility for all financial disbursements and receipts; managing the development of the Association's annual operating budget; ensuring the maintenance of, preparation of and distribution of accurate and timely statements of financial condition (including Budgets and Balance Sheets) to the Board and the membership; ensuring that all required Income Tax returns and corporation status documentation are prepared and submitted on an on-time basis; serving on the Financial Advisory Committee; and monitoring and reporting on the performance of the Association investment portfolio (the 'Operating Reserve').

### Regional Director - Pacific North, Pacific South and Mountain East

Position Charge: Regional Directors are charged with coordinating and directing (via regional committees) the development and delivery of ALL programs, services, workshops, seminars etc., in their respective region; conducting regional membership "pulse taking" and survey initiatives; and identifying and providing developmental opportunities for members with an interest in or potential for assuming leadership roles within the Association. May be asked to serve on the Financial Advisory council at the discretion of the President.

- Pacific North - Alaska, Washington & Oregon
- Pacific South - Southern California & Hawaii
- Mountain East - Montana, Wyoming, Colorado & New Mexico

Send completed nomination forms via email to Executive Director Melissa Dixon at [mdixon@mpace.org](mailto:mdixon@mpace.org) no later than October 31, 2018.