



State and Section Officer Nomination Form 2018-2019

Please complete the form and submit with a brief bio and recent photo

Position Running: (check one)

State Officer: President-Elect Treasurer Secretary

Or

Section Officer:

Name of Section: _____

Chair-Elect Secretary/Treasurer

Nominee's Name: _____

Company/Organization: _____

Address: _____

City, State, Zip: _____

Daytime Phone: _____

Nominee's Email Address: _____

Is the nominee aware of the nomination? Yes No

Nominator's Name: _____

Candidate's Bio:

Attach Photo

DUTIES OF THE OFFICERS

The President-Elect shall assist the President and act in that capacity during the President's absence, and shall perform such other duties as are customary to the office or as may be assigned by the Executive Committee. Eligible candidates for President shall have served as a voting member of the state chapter Executive Committee within the prior ten years of nomination for President.

The Secretary shall: keep a record of all proceedings of the Chapter and Executive Committee; notify candidates of their election to office; issue all notices, including the presentation for ballot vote, maintain and keep current Constitution and Bylaws; maintain the Chapter roster; maintain communication with the Society's administrative headquarters; and perform such other duties as are customary to the office or as may be assigned by the Executive Committee.

The Treasurer shall: receive dues rebates, fees and other monies; be the custodian of all Chapter funds and disburse them only as authorized by the Executive Committee; keep the accounts and present financial reports to the Executive Committee periodically and at such other times as requested by the President; publish to the Chapter an annual financial statement; file required state and federal reports; and perform such other duties as are customary for it or as may be assigned to it by the Chapter Executive Committee, the membership or Society's Board of Trustees. Eligible candidates for Treasurer shall have served as a voting member of the state chapter Executive Committee within the prior ten years of nomination for Treasurer.

The Trustee shall: represent the Chapter on the Society's Board of Trustees; present the Executive Committee's recommendations or proposals to the Board of Trustees; keep the Executive Committee informed of policies instituted by the Board of Trustees; and perform such other duties as are

The elected shall assume their office and their term shall begin at the conclusion of the ASLA Annual Meeting.