**Requesting Nominations for Executive Board Positions**

Our association is conducting nominations by email so that all members in good standing may participate in the election process. Based on our current By-laws, (Article IV - Executive Board Officers and Terms of Office), the positions open for elections are: President, Vice-President, Treasurer and Secretary. With this mailing, the Executive Board is soliciting nominations for these positions, which will be followed by the official ballot.

**Eligibility Requirements:**

**President**

To be eligible for President, the candidate shall have been a member of the Association **a minimum of three consecutive years and shall have served as a member of the Board during both of the preceding years.**

**-President primary responsibilities:**

The President shall:(a) preside at all meetings of the Association and the Board; (b) represent the Association at all functions and meetings when appropriate or appoint a designee; (c) appoint chairpersons of Standing Committees and any Special Committees; (d) appoint two Executive Board members to a *Board Audit Review Committee* that will make an analysis of the financial records of the Association prior to the new fiscal year that begins January 1; and (e) be an ex-officio member of all committees.

**Vice-President**

To be eligible for Vice-President, the candidate shall have been a member of the Association **a minimum of two consecutive years and shall have served as a member of the Board for at least one year prior to election.**

**- Vice-President primary responsibilities:**

The Vice-President shall preside at all meetings of the Association and Board in place of the President when necessary or requested; and assist the President in the duties of that office.

**Treasurer**

To be eligible for Treasurer, the candidate shall have been a member of the Association **a minimum of two consecutive years prior to election.**

**-Treasurer primary responsibilities:**

The Treasurer shall: (a) be authorized to pay the financial obligations of the Association; (b) bill others for services rendered by the Association; (c) receive all funds belonging to the Association; (d) be responsible to insure an accounting of all dues, receipts, and expenditures; (e) file renewal of tax exempt certificate in a timely manner, and maintain all updated tax records (f) report the state of the Treasury at each meeting; and (g) submit a draft budget by the end of December for the next fiscal year that begins January 1, subject to final changes and approval by the Board. The Treasurer shall assist the Board Audit Review Committee in preparation of their report that shall be submitted to the Board at its next meeting prior to February 1.

**Secretary**

To be eligible for Secretary, the candidate shall have been a member of the Association **a minimum of one year prior to election.**

**Secretary primary responsibilities:**

(a) be the custodian of all non-financial records of the Association; (b) record minutes of all meetings; (c) be able to produce a copy of the Bylaws and Articles of Incorporation at all times; (d) insure notification to Board members of all meetings; (e) handle all correspondence of the Association; and (f) assist the President with correspondence as necessary.

**“Each elected officer shall serve a term of one year,**

**except for the Treasurer who will be elected for a two-year term”.**

***Self-nominations are welcome, as are nominations of members you would like to see fill these positions.***

***If you are nominating another member, please make an effort to confirm with them that they are willing to run before returning the nomination form.* Candidates will be asked to submit a maximum 150-word statement of candidacy for the ballot via email to:** [fassw.president@gmail.com](mailto:fassw.president@gmail.com)**.** In order to complete the election process in a timely fashion, we ask that you submit nominations no later than **October 2, 2019** as to allow time for voting process.

Florida Association of School Social Workers

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