

WEBSITE ANNOUNCEMENT FOR NOMINATIONS/ELECTIONS 2012

Dear AZ ASCD Members,

An important part of any membership is the election of officers. We are very grateful that you participate in this process.

The call for electronic nominations for officers for the Executive Board of the Arizona affiliate of ASCD will begin on February 13th and will close at the Annual Meeting on March 10.

Once nominations are received, the Nominating Committee will email ballots out to paid members of AZ ASCD on March 12th and close the ballot return at 5:00pm (MST) on March 19th. The Nominating Committee will meet on March 20th to count the ballots. All candidates will be notified of the results on March 20th following the tabulation of ballots. The election results will be posted on the website: www.azascd.org on March 21st.

The Nominating Committee is requesting nominations for the following positions for 2012-2013. The fiscal year for Arizona affiliate of ASCD begins on July 1, 2012 and ends on June 30, 2013.

- **President-elect**

The president-elect shall fulfill the duties and responsibilities of the president in the absence of the president and perform other duties as designated by the president of the AZ ASCD Board. The president-elect shall attend ASCD International Conferences, if funds are available, and report to the Affiliate. The president-elect, in conjunction with the Executive Director, shall develop and preside over the annual summer Board of Directors' planning meeting. This is a 3 year commitment: 1 year as President-elect; 1 year as President; 1 year as Immediate Past President.

- **Vice-President**

The vice-president shall fulfill the duties and responsibilities of the president in the absence of the president-elect. The vice-president shall serve as chairperson of the membership committee and the committee that coordinates membership services. The vice-president shall maintain a current membership list and process all membership applications.

- **Secretary**

The secretary shall keep a record of the minutes of all meetings of the Affiliate and of the AZ ASCD Board of Directors, work with the Executive Director to disseminate the minutes to Board members, create a summary of the meeting to the webmaster for the general membership, and keep on file all records of the Affiliate. The secretary shall also handle such correspondence as shall be delegated and shall perform such other duties as assigned.

- **Treasurer**

The treasurer shall receive designated monies of the Affiliate; shall keep an accurate record of receipts and of reported expenditures; shall prepare an annual budget of

anticipated income and expenses; shall pay all orders signed by the Executive Director or president and present a financial statement at every meeting of the Affiliate and at other times when requested by the AZ ASCD Board of Directors; shall work with the Executive Director to comply with annual requirements of the IRS and the Corporation Commission; arrange for an annual audit of the books; and shall make a full report at the annual meeting.

Members-at-Large - Up to 3 Positions Available

AZ ASCD is also asking for those interested in participating on the Board of Directors as Members-at-large to complete an application of interest for this position. The Board of Directors may have up to, but not more than, six members-at-large each year. The term for this position is two years. These positions are appointed.

There is an opening for up to 3 Member-at-Large position for the 2012-2013 year. Members-at-Large are expected to attend Board meetings and participate in standing committee assignments.

Please go to the <http://www.azascd.org> website and read over the AZ ASCD Constitution if you have any questions on the qualifications of nominations for the open positions.

Thank you again for participating in this important process. If you have any questions, please contact Alice Wells, Executive Director of AZ ASCD at executivedirector@azascd.org or by calling 602-684-1777.