



**OFFICER
NOMINATIONS
for 2017**

Please nominate one or more people for each of the following offices:

VICE-PRESIDENT/PRESIDENT ELECT:

The Vice-President shall: a) plan the program for the annual conference; b) assist the President in other duties as the need arises; and c) assume the duties of the President at the end of the one-year term as Vice-President.

TREASURER:

The Treasurer shall: a) maintain and distribute to the officers a list of the membership of the Association; b) collect annual conference registration and membership fees; c) send reminder notices to members who do not renew annual membership; d) provide for the payment of duly authorized expenses of the Association; e) prepare informal financial statements for the Executive Committee and complete financial reports for the annual business meeting; f) invest the funds of the Association at the direction of the Executive Committee; and g) perform all said duties inherent in the position of Treasurer. The term of office shall be two years, commencing in odd number years.

SECRETARY:

The Secretary shall: a) keep the minutes of the annual business meeting and other meetings of the membership or of the Executive Committee; b) publish and distribute the newsletter of the Association; c) publish and distribute annual information directory for the Association; d) attend to the correspondence of the Association, including printing and distributing notices about the annual conference; e) print and be responsible for incorporating into a master electronic format, any proposed bylaws or amendment(s) initiated in accordance with Section I of Article I, and submit them to the members for consideration at the annual business meeting; and f) perform all said duties inherent in the position of Secretary. The term of office shall be two years, commencing in even number years.

NOMINATING COMMITTEE: *(Two will be elected)*

The Nominating Committee shall: a) work with the Immediate Past President; b) prepare and report to the Executive Committee a single candidate for each office position for which an election is to be held. Nominating Committee members are eligible to be on the slate of officers to be elected at the annual business meeting the year in which they serve on the committee.

Return completed form by March 1st - Please click [here](#) to submit

Contact: Angel Jowers at ajowers@uwa.edu or visit <http://alair.org/>