



**ALAIR Officer  
Nominations  
for 2022**

***Please nominate one or more people for each of the following offices by entering their name, position, and institution under each applicable section:***

**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.

**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 an 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.

**Your Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

*Please return completed form to Lesley Shotts at [lesley.shotts@drakestate.edu](mailto:lesley.shotts@drakestate.edu) by January 24th, 2022.*