

SCASFAA Nominations Form



2008-2009 Officers

Name of Member Completing Form: _____

Signature: _____ Date: _____

Please list the name(s) of the SCASFAA member(s) who you are nominating for each position. If you have already contacted the nominee and he/she is willing to run for office, please circle "YES" in the right hand column next to their name. Duties of officers are found in Article VI of the By-Laws and are listed on this form.

Office:	Nominee(s):	Willing to Run?
President-Elect:	_____	YES
	_____	YES
Vice President:	_____	YES
	_____	YES
Secretary:	_____	YES
	_____	YES
Treasurer-Elect:	_____	YES
	_____	YES
Member-at-Large:	_____	YES
	_____	YES

Nominations Deadline: November 30, 2007

Return Nominations to:

Kim Jenerette
800 University Way
Spartanburg, SC 29303
Fax: 864.503.5974

President-Elect

The President-Elect shall perform all duties of the President in his/her absence, or at his/her request; shall serve as Parliamentarian; shall be the coordinator of special projects; shall perform such other duties as may be required by the Association; and shall in all ways prepare for his/her term of office.

Vice President

The Vice President shall coordinate training activities of the Association. He/She shall be responsible for all training programs of the Association including workshops for new aid officers and advanced level training activities conducted by the Association. In addition, the Vice President shall serve as chairperson of the Professional Development Committee and shall coordinate, as necessary, training activities conducted within the state by other organizations.

Secretary

The Secretary shall be responsible for the official minutes and records of the meeting of the Association and the Executive Board and shall notify the members of any regularly scheduled meeting at least two weeks prior to such meetings.

Treasurer-Elect

The Treasurer-Elect shall assist the Treasurer with the duties of the position. S/He shall perform such other duties as may be required by the Association and shall in all ways prepare for his/her term of office. The Treasurer shall be responsible for receiving and disbursing all monies of the Association under policies approved by the Executive Board, and shall keep adequate and appropriate records of such receipts and disbursements; shall serve as Chair of the Budget Committee; shall on receipt of dues from approved members, issue receipts to the Association; will be bonded at the expense of the Association, the amount to be determined by the Executive Board prior to the Annual Business Meeting for the succeeding year's operation; shall submit a duly-reviewed Annual Report to the Association and shall perform such other duties as the office may require. He/She shall turn all records over to his/her elected successor within 30 days after the close of the fiscal year. The Treasurer serves a two-year term.

Member-at-Large

The Member-at-Large shall chair the Membership Committee; shall submit to the membership statements concerning dues; and shall perform such other duties as may be required by the Association.