

# 2009-2010 SCASFAA Nominations Form For 2010-2011 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.

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

Nominations Deadline: **November 30, 2009**

**Return Nominations to:**

Jeff Dennis, SCASFAA Past-President

Southern Wesleyan University

PO Box 1020

Central, SC 29630

Fax: (864) 644-5963

Email scanned documents to: [jdennis@swu.edu](mailto:jdennis@swu.edu)



# **Duties of an Elected SCASFAA Officer**

## **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 is to learn to perform the various duties of the Office of Treasurer to facilitate a smooth transition to the position of Treasurer. Additional training opportunities prior to assuming the position of Treasurer will assist with knowledge needed to successfully perform the duties of Treasurer. The Treasurer-Elect will serve as an assistant to the Treasurer and participate in financial related activities of the Association at the Direction of the Treasurer. The Treasurer-Elect will perform a quarterly financial review to assist with reconciliation of accounts on an ongoing basis. The Treasurer-Elect will serve as an ex-officio member of the Budget Committee. The Treasurer-Elect will serve his/her second year as the Association's Treasurer.

## **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.