

NASSGAP Members,

Your 2012 NASSGAP Nominations Committee proposes the following slate of nominees.

President Elect	Christine Zuzack, Pennsylvania
Secretary	Philip Axelroth, Arkansas
Treasurer elect	David Hughes, Utah
Member-at-large	William Henderson, District of Columbia

According to the NASSGAP by-laws voting members may nominate additional candidates after receiving the proposed state of nominees. If you have a nomination please email the person's name, agency and state to Vicki Merkel at vickim@hecb.wa.gov by February 15th. Vicki will contact the nominee to validate their willingness to run for the office. Membership will be notified of the final ballot and voting procedures.

New officers begin their term of service after the fall 2012 conference. Duties of the offices to be filled as described in the NASSGAP User Guide are:

II. NASSGAP Officers and Duties

PRESIDENT-ELECT

Duties and Responsibilities:

- A. Assist President in any required activities or travel to represent NASSGAP
- B. Oversee purchase of gift (usually a plaque), to be presented at the annual meeting to the out-going president
- C. Serve on the Executive Committee as a voting member.
- D. Assist President with the oversight of the NASSGAP Conferences
- E. Review future conference dates/sites with attention to other associations conference dates
 1. Update the NASSGAP calendar with other conference information
- F. Maintain, update, and disseminate the Policy and Procedures as appropriate.
- G. Serves as Parliamentarian. The primary duty of the parliamentarian is to advise the presiding officer on parliamentary law and matters of procedure when requested.
- H. At conclusion of term of office, review these Policies and Procedures respective to the President-Elect's duties and provide recommended changes/updates/corrections for Executive Committee approval.

SECRETARY

Duties and Responsibilities:

- A. NASSGAP Directory – serve on the committee responsible for updating the membership directory on an annual basis.
- B. Meetings
 1. Prepare membership list of attendees for business meetings
 2. Obtain a signed list of all attendees for all Executive and Business meetings.
 3. Verify that a quorum is present to conduct business at all meetings.
- C. Minutes
 1. At all business meetings and Executive Committee meetings
 - i. Send draft of all meeting minutes to members and/or executives, as appropriate
 - ii. Take minutes at all meetings and conference calls

- iii. Secretary will send out finalized minutes to the membership as soon as possible following EC review. (E-05)
 - iv. Executive committee to review minutes and return comments within one week of submission by Secretary. (E-05)
 - v. Final approved minutes are posted to the virtual office.
 - 2. Include a "To do" list at the end of each set of minutes comprising all tasks assigned during the meeting
 - 3. Ensure that approved minutes are posted on the website repository
- D. Amendments and Bylaw changes (MJC)
 - 1. Send changes in writing to the membership at least 30 days in advance of meeting with membership in which change will be considered.
 - 2. Action of approving or rejecting changes must be ratified by ballot vote of majority of membership.
 - 3. Ballot vote must be completed within 30 days of meeting when change was discussed.
- E. Post approved contracts to the website repository
- F. Post President correspondence to the website repository
- G. Elections
 - 1. Prepare ballots containing the names and a brief description of the experience and qualifications of each candidate nominated. Also provide a space for write-in candidates for each office and mail ballots to Voting Members.
 - 2. Sole person (aside from web master) with ability to view poll result for elections
- H. At conclusion of term of office, review these Policies and Procedures respective to the Secretary's duties and provide recommended changes/updates/corrections for Executive Committee approval.

TREASURER-ELECT

Duties and Responsibilities:

- A. Assist the Treasurer with NASSGAP activities
- B. At conclusion of term of office, review these Policies and Procedures respective to the Treasurer-Elect's duties and provide recommended changes/updates/corrections for Executive Committee approval.

MEMBERS-AT-LARGE

Duties and Responsibilities:

- A. First year, generally serves as Site Chair for the conference (E-05, switched fall 11)
- B. Second year, generally serves as Program Chair for the conference (E-05, switched fall 11)
- C. At conclusion of term of office, review these Policies and Procedures respective to the Member-at-Large's duties and provide recommended changes/updates/corrections for Executive Committee approval.

Nomination Committee
Vicki Merkel, WA Chair
Ritchie Morrow, NE
Elizabeth McDuffie, NC
Jamie Dushin, MT
Dana Kelly, ID