

NASSGAP Members,

The NASSGAP annual election is rapidly approaching. There are four positions on the NASSGAP Executive Committee that will become vacant in 2018-19. Your NASSGAP Nominating Committee met earlier this summer and proposes the following slate of Nominees for 2018-19:

**President- Elect**

**Jennifer Rogers, Mississippi**

**Secretary**

**Jennifer Lanphear, Maine**

**Treasurer-Elect**

**Leroy Wade, Missouri**

**Member-At-Large**

**Deena Lager, Arizona**

According to the NASSGAP By-Laws, voting members may nominate additional candidates, after receiving the proposed slate of nominees. If you have a nominee for any of the positions noted above, please email the person's name, state and agency to me at: [cmccurdy@dhe.mass.edu](mailto:cmccurdy@dhe.mass.edu) by noon on Monday, August 20, 2018. I will contact any nominee to validate their willingness to run for office. The NASSGAP membership will be notified of the final ballot and voting procedures by August 22<sup>nd</sup>. New officers will begin their term of service after the 2018 Fall Conference in October. Duties of the offices to be filled as described in the NASSGAP User Guide are:

## **II. NASSGAP Officers and Duties**

### **President-Elect**

#### **Authorization:**

Article IV – Section 2: Term – 1 year; then succeed to the office of President

Article VI – Section 1: The Executive Committee of the Association

- A. Article VIII – Section 2: Serve as Parliamentarian

#### **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. Select the future conference dates/sites with attention to other association's conference dates, travel restrictions, and other considerations.
  - 1. Reflect the final date on the NASSGAP calendar.
- F. Serves as Parliamentarian to advise the presiding officer on parliamentary law and matters of procedure when requested.
- G. Coordinate state roll call at the annual conference.
- H. At conclusion of term, ensure key documents are posted to web.

- I. 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**

### **Authorization:**

- A. Article IV – Section 2: Term – 2 years
  - A. Article IV – Section 4(d.): Ballots
  - B. Article IV – Section 4(g.): Election results
  - C. Article VI – Section 1: The Executive Committee of the Association

### **Duties and Responsibilities:**

- A. 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.
- B. Minutes
  1. At all business meetings and Executive Committee meetings
    - a. Take minutes at all meetings and conference calls.
    - b. Send draft of all meeting minutes to members and/or executives, as appropriate.
    - c. Secretary will send out finalized Fall meeting minutes to the membership as soon as possible following EC review.
    - d. Executive committee to review minutes and return comments within one week of submission by Secretary.
    - e. Final approved minutes are posted to the web site.
  1. Include a "To do" list at the end of each set of minutes comprising all tasks assigned during the meeting.
  2. As the EC amends association policies or procedures, propose revisions to this Policy and Procedures document.
- C. Amendments and Bylaw changes:
  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.
- D. Post approved contracts and other pertinent documents to the website repository.
- E. Post President correspondence and other key documents to the website repository.
- F. Elections
  1. Prepare online ballot poll containing the names, titles and a brief description of the experience of each candidate nominated, provide the ability for members to submit an alternate candidate, and electronically circulate poll and voting instructions to Voting Members.
  2. Sole person (aside from web master) with ability to view poll result for elections.

- G. 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**

#### **Authorization:**

- A. Article IV – Section 2: Term – 1 year; then succeed to office of Treasurer
- B. Article VI – Section 1: The Executive Committee of the Association

#### **Duties and Responsibilities:**

- A. Assist the Treasurer with NASSGAP activities.
- B. Prepare to serve on behalf of the Treasurer when necessary and take on treasurer duties at the start of the term.
- C. 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.

### **Member-At-Large**

#### **Authorization:**

- A. Article IV – Section 2: Terms – 2 years
- B. Article VI – Section 1: The Executive Committee of the Association

#### **Duties and Responsibilities:**

- A. The members-at-large serve as the spokespeople for the members of NASSGAP – acting as representatives for the general membership. Members-at-large focus on how policies and procedures proposed by the Executive Committee will affect general members and raise concerns on behalf of the general membership.
- B. First year, generally serves as Site Chair for the conference (FE-11)
- C. Second year, generally serves as Program Chair for the conference (FE-11)
- D. At conclusion of term of office, review these Policies and Procedures respective to the Member-at-Large duties and provide recommended changes/updates/corrections for Executive Committee approval.
- E. At conclusion of term, ensure key documents are posted to the web.
- F. See conference committee for duties.