



OFFICER ELIGIBILITY AND POSITION DESCRIPTIONS

In order to be a candidate for a State office, a candidate must be a member in good standing, which means your dues must have been postmarked to AAMA no later than December 31, 2011.

A candidate for President must have served a full term as an elected State officer.

The term of office for all officers shall be one year except the Board of Director which shall be a three year term or until their successor is elected.

PRESIDENT: Presides at all meeting of the Society including the House of Delegates. President is chairman of the Executive Committee and appoints a Parliamentarian and Historian for the term of office. The President conducts all business on behalf of the State Society unless delegated to another Executive Board member.

VICE-PRESIDENT: Assists the President throughout the year and presides at meetings in the absence of the President. Keeps currant on all State matters and succeeds to the office of President in case of vacancy for the unexpired term.

SECRETARY: Keeps minutes of all meetings and submits copy to the President within thirty days. Preserves all important documents.

TREASURER: Is custodian of all money, securities and valuable paper of the Society. Pays all authorized obligations of the Society by check, which is countersigned by the President. Has records available for audit at request of Executive Board and is member of Budget and Finance committee.

BOARD OF DIRECTOR: Elected for three year term and is member of the Executive Board. Board of Directors responsible for speaker assignment and approval for annual State convention and assists State officers as needed.
(ONE OF THREE)



OFFICER NOMINEE FORM 2012-2013

Submission deadline March 20, 2012

Name: _____

Address: _____

Telephone & Email Address _____

Chapter: _____

Officer Positon: _____

QUALIFICATIONS/OFFICES HELD/COMMITTEES

Chapter: _____

State: _____

National: _____

Signature: _____

Date: _____