



# American Association for Women in Community Colleges San Jacinto College Chapter

## Officer Nomination Form

### ARTICLE IV. OFFICERS

Section 5. The duties of the officers of the organization shall be as follows:

A. The President shall:

- Serve as the presiding officer of the organization.
- Act as the representative of the organization to the public.
- Serve as liaison to the national association.
- Make appointments if necessary to fill vacancies in offices and on the Executive Committee.
- Call special Executive Committee meetings when necessary.
- Appoint committees as necessary.

B. The President-Elect shall assist the President and shall:

- Preside at meetings in the absence of the President
- Perform other duties assigned by the President.

C. The Secretary shall:

- Record and distribute the minutes for all meetings.
- Maintain all organizational records including a current roll of the membership.

D. The Treasurer shall:

- Be responsible for the collection of membership dues.
- Be responsible for preparation and maintenance of the budget, including an annual report to the membership.
- Maintain proper financial records and file an annual financial report with the AAWCC Regional Director and the AAWCC Vice President for Finance.
- Verify current membership status for the annual report.

AAWCC Officer Nomination Form 2013-2014 – Please complete and return to Jaynie Mitchell CADM 3.156 Central Campus

I nominate \_\_\_\_\_ for the following position (circle one):

Name Title Campus

President-Elect

Secretary

Treasurer

as an Officer of the San Jacinto College Chapter of the American Association of Women in Community College for 2013-2014

Name of nominator \_\_\_\_\_ Contact information \_\_\_\_\_

**Please note: Self-Nominations are accepted!**

AAWCC scholarship information - [www.aawccnatl.org/scholarships](http://www.aawccnatl.org/scholarships)