American Association for Women in Community Colleges

San Jacinto College Chapter

2014-2015 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 as 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

SAN JACINTO COLLEGE AAWCC OFFICER NOMINATION FORM 2014-2015
Please complete and return to Amanda L. Booren, District Administration Office, Suite 210

I nominate: _____
Name Title Campus

for the position of (check one)
☐ President-Elect ☐ Secretary ☐ Treasurer

to be a 2014-2015 officer of the San Jacinto College Chapter of the American Association for Women in Community Colleges.

Name of nominator: _____ Phone: _____

Self-nominations will be accepted!