

NOMINATION FOR 2016 – 2017 GACRAO LEADERSHIP

This form may be duplicated. Please submit only one nominee per form.

Check each position for which you are nominating this individual. You may nominate for multiple positions.

- President-Elect
- Secretary & Newsletter Editor
- Treasurer
- Member at Large I (Corporate Partners)
- Member at Large II (Hospitality & Entertainment)
- Member-at-Large III (Mid-Year and New Professionals)
- Member-at-Large IV (Professional Access & Equity)
- Local Arrangements Committee Chair

Nominee Information

Please print clearly! If possible, seek the nominee's consent to be nominated.

Name _____ E-mail _____

Institution _____ Title _____

Mailing Address _____

City _____ State _____ Zip _____ Telephone _____

Please briefly summarize the experience and personal attributes that make this nominee qualified for GACRAO leadership.

Nominator Information (Optional)

Name _____ E-mail _____

Institution _____ Title _____

Mailing Address _____

City _____ State _____ Zip _____ Telephone _____

- Please consult with candidates and obtain their consent before you submit their names.
- Nominees must be active members of GACRAO.
- Factors to consider when making nominations, to ensure the widest possible representation of the GACRAO membership:
 - Leadership qualities
 - Activities in GACRAO
 - Time commitment: For the GACRAO Executive Committee positions, officers must participate in annual January/February planning meeting, a summer planning meeting, GACRAO Midyear, and the Annual Conference. Expenses for the winter planning meeting are generally paid by GACRAO.
 - Demographic considerations: geography, institutional control, institutional size, gender, ethnicity
 - Institutional approval and support

Please email this to Donna Webb at dwebb@abac.edu. Nominations must be received by October 4, 2016.

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President

It shall be the duty of the President to assume full responsibility for all general activities of the Association, to conduct all necessary correspondence with the members in regards to meetings of the Association, and with the assistance of the Executive Committee, to arrange the programs. In case the position becomes vacant, the order of succession shall be the usual one.

President-Elect

The President-Elect will succeed to the Presidency the year following the term as President-Elect, and in addition, it will be the responsibility of the President-Elect to plan and arrange the annual meeting which will terminate his/her term as President- Elect. To be elected to this office, the President-Elect must have served on the Executive Committee for at least one year as Secretary, Treasurer, or a Member-at-Large. With the exception of President-Elect, there is no automatic progression from any one position on the Executive Committee to another.

Immediate Past President

The Immediate Past-President shall serve in an advisory capacity and shall be a member of the Executive Committee and will serve as a member of the Professional Access and Equity Committee. The Immediate Past President will chair the Committee on Honorary Membership and Awards and the Nominations and Elections Committee.

Secretary

The Secretary shall keep an accurate list of the members of the Association and shall be responsible for keeping the minutes of the meetings of the Executive Committee and the minutes of all meetings of the Association and distribute the latter to the members. The Secretary shall send reports and proceedings of the meeting to the chairman of the AACRAO Committee on Regional Association and will assist the Treasurer in conducting the annual meeting membership registration. The Secretary will provide information to SACRAO and AACRAO (when requested) concerning activities of GACRAO, and will provide information to the website editor (when requested) for inclusion on the GACRAO website. The Secretary will also be responsible for maintaining the GACRAO archives. The secretary will also maintain a list of members and electronic mailing list and will coordinate the evaluation processes at the annual meeting. This position is a two-year term.

Member-at-Large I: Corporate Partners

The Member-At-Large I will coordinate with corporate sponsors to determine appropriate sponsorship levels and engagement opportunities at the annual conference in line with the mission of GACRAO. This committee member will also secure signage as needed for various sponsorship levels.

Member-at-Large II: Hospitality & Entertainment

The Member-At-Large II will coordinate Association hospitality, receptions and public relations, including social media.

Member-at-Large III: Mid-Year & New Professionals

The Member-At-Large III will serve as a member of the Executive Committee for a two-year term and will arrange and conduct the First Year Professionals' Orientations at the annual meeting and coordinate the Mid-Year Workshop.

Member-at-Large IV: Professional Access & Equity

The Member-at-Large IV is responsible for developing sessions and workshops relating to access and equity issues. Member-at-Large IV will chair a committee that works with other committees to ensure that underrepresented populations have the opportunity to enhance their professional development through organizational participation.

Local Arrangements Chair

The Local Arrangements Chair will coordinate equipment (screens, projectors, flipcharts, electrical cords, etc.,) and facility setup. The LAC Chair works closely with the President Elect and the onsite representative to coordinate equipment and facility needs. This position will determine a local service project, solicit donations from the membership and maintain a GACRAO relations table at the annual meeting. When appropriate/applicable, the LAC Chair will coordinate Lunch and Learns during the annual conference.