



Call for Nominations for 2012-2013 Buckeye Area Chapter Officers

Dear Buckeye Area Chapter members,

Our biannual elections are coming up soon. The success and survivability of our chapter depends on strong leadership and active membership. PLEASE take a few minutes and consider running for an office or nominate a member you believe would make a good officer (please ask the nominee whether or not they would be willing to serve in the position you have in mind for them - before you nominate them for a position). Page 2 of this document has job descriptions of the officer position as well as appointed committee positions for your review.

Email your nomination to Peggy Allwardt at BAC-AHDI@BAC-AHDI.org

Thank you,

Peggy Allwardt, CMT, AHDI-F
Nominating committee, BAC-AHDI

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Election Nominees for 2012-2013 Term BAC-AHDI
We elect officers for the positions of President, Vice President, Secretary, & Treasurer

I, _____, BAC-AHDI member nominate the following person/persons for:

President Nominee _____

Vice President Nominee _____

Secretary Nominee _____

Treasurer Nominee _____

Email or send via US Mail your nomination to Peggy Allwardt
at BAC-AHDI@BAC-AHDI.org All nominations should be received on or before Monday, September 19, 2011.

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Timeline for elections for the 2012-2013 BAC Board

Nominations through 9/19/2011

The nominees who accept the honor of running in this election will then have their biographies posted on our website through 9/30/2011.

Polls open 10/01 through 10/31/2011 - we will be voting via the internet

New Board members announced between 11/1 and 11/5/2011

Swearing in ceremony on 11/12/2011 meeting in Xenia, OH



PRESIDENT

DESCRIPTION: The President is the chief volunteer officer. The President authenticates all acts, orders, and proceedings of the component association. S/he is ultimately responsible for the conduct of Component association business, including but not limited to, printed material in keeping with the AHDI Code of Ethics, the AHDI Bylaws, the component association bylaws, and the component association articles of incorporation (if component association is incorporated). The president shall communicate with the administrative office, the AHDI president, and the AHDI Membership Advisory Workgroup regarding questions of policy.

DUTIES AND RESPONSIBILITIES:

- Serve as presiding officer at meetings of the board of directors, the executive committee, and the members.
- Keep a finger on the pulse of activities of the organization
- Appoint committee chairs with approval of the board
- Ex officio, voting member of committees except the nominating and ethics committees
- Provide "President's Message" for newsletter, if newsletter is published
- Approve printed materials, e.g., newsletter and public announcements
- Submit an annual report of the board of directors and activities to the members
- Promote leadership development by recognizing and encouraging potential leaders

NOTE: The president facilitates, delegates, motivates, and is the final authority. However, if the president is doing all the work, something is wrong. The president's time should be spent in directing activities, helping members develop accountability, responsibility, and pride in professional achievement.

VICE PRESIDENT

DESCRIPTION: The vice president, in the absence of the president, performs all duties of the president and in so acting has all the powers and responsibilities of the president. The vice-president assists the president and performs such other duties as prescribed.

DUTIES AND RESPONSIBILITIES:

- Preside in the absence of the president
- Perform such other duties as may be prescribed by the board of directors
- Prepare to assume the leadership of the component association



SECRETARY

DESCRIPTION: The individual elected to this position keeps a full and complete record of the proceedings of board meetings and all other official proceedings, including general membership meetings. The secretary is also responsible for all written correspondence of the component association (upon content approval by the president).

DUTIES AND RESPONSIBILITIES

- Maintain official minutes of all meetings, including general membership, board of directors, and executive committee
- Minutes for the board meetings and executive sessions should be distributed prior to the next meeting, and corrections are sent to the secretary and final copy distributed at the next meeting
- Distribute approved copies of the minutes to board members, and to the AHDI office
- Perform such other duties as may be prescribed by the board of directors
- Write letters of appreciation to guest speakers
- Prepare written correspondence of the component association (upon content approval by the president)
- Perform such other duties as may be prescribed by board of directors

TREASURER

DESCRIPTION: The treasurer is the chief financial officer of the component association. The treasurer receives and safely keeps all funds of the component association, and deposits and disperses funds as designated by the board of directors.

DUTIES AND RESPONSIBILITIES

- Maintain financial records of all funds
- Maintain checking and other bank accounts as designated by the board of directors
- Cosign checks with president or other designated officer. Does not sign blank checks
- Provide an up-to-date report at each general membership meeting and at each meeting of the board of directors, which shall be made a part of the official minutes
- Provide access to financial records for annual audit or upon the direction of the president or board
- Authorize expenditures within the guidelines of the bylaws and policies of the component association
- Chair finance council, if component association has one
- Serve on ways and means (or activities) committee (optional)
- Performs such other duties as may be prescribed by the board of directors
- Participate in budget planning



COMMITTEES

- **Continuing Education Credit (CEC) Coordinator** – Responsible for sending information to AHDI for approval of continuing education credits and keeping a record of all documentation.
- **AHDI Legislative Leader Job Description** - The legislative leader is a communication portal role positioned between the LIG, state/regional component associations, local chapters, and/or individual members residing in a particular state/region or online with regard to advocacy issues. This position can be split into 2 positions, with one person following state and one person following national advocacy issues and initiatives.
- **Social Media Specialist** - Will be trained by and work with AHDI Outreach Workgroup for News and Networking (OWNN). Provides support and training to component leaders and members, and will be responsible for community engagement. This person will be the point of contact for questions relating to our social media channels, as well as other sites/services utilizing by the component for community outreach and engagement.
- **BAC-Great Lakes Region Liaison** – Attend GLR board meetings; give report on BAC happenings. Coordinate a 2-way flow of information between GLR and BAC.
- **Certification Connector Coordinator / Certification Education Classes** – Co-coordinators or a single position. Coordinate/ mentor those who wish to obtain certification. Facilitate the Certification Education BAC Group.
- **E-Newsletter Editor** – Responsible for keeping the e-newsletter distribution list up to date and sending information out to our associates, keeping all updated on BAC happenings.
- **BAC Website Coordinator** – Responsible for updating the BAC Website with timely information.
- **2012 Symposium Committee** – Be part of the team that makes decisions on who, what, where, when for our next symposium.