

## NOMINATIONS AND ELECTIONS

1. Serve as chair of the Nominations and Elections Committee
2. Educate the members about the functions of the offices in the organization
3. Encourage members to submit their names and the names of others for nomination
4. Organize the election of the Nominations committee at the September Meeting. The committee shall be composed of four members and two alternates
5. Organize the election of officers at the March Meeting. Secure tellers; arrange for a room in which to conduct vote tallies
6. Secure the membership box from the Membership Chair before meeting with the Nominations Committee
7. Meet with the Nominating committee to nominate a slate of candidates for office
8. Give the Biographical info provided by the candidates to the Newsletter chairman to be printed in the Newsletter immediately preceding the election, along with an absentee ballot
9. Record absentee ballots

### Skill Set

Have a good working knowledge of the general membership

Have good leadership skills

Typing/Computer skills