



AMERICAN ACADEMY OF CERTIFIED PUBLIC MANAGERS®

2011 OFFICER NOMINATION FORM

INSTRUCTIONS:

1. Please complete all sections of the Nomination Form. Incomplete submittals will NOT be accepted.
2. Any member of the Academy may nominate a Fellow that is in good standing with both their Society and the Academy. Self-nominations are also acceptable.
3. The nominator is responsible for ensuring that all six sections of the form (pages 1 & 2) are fully and accurately completed.
4. Fully completed nomination forms (pages 1 & 2) and Candidate Bio must be received by the Committee Chair at the address below no later than Monday, AUGUST 2, 2010 to be considered.

They may be mailed or emailed to:

Stephen J. Mastro, CRA, MPA, CPM
Budget Officer
California Maritime Academy
200 Maritime Academy Drive
Vallejo, CA 94590
707 654-1074 voice
707-654-1001 Fax
smastro@csum.edu

SECTION I: NOMINEE DATA

Name of Nominee: _____
Address: _____
City/St/Zip: _____
Contact Phone: _____ Fax: _____
Email: _____

SECTION II: Nominated Office

Check the specific office for which the person listed in Section I is nominated:

President-Elect **Treasurer** **Member-at-Large for Conferences & Communications**

Just a reminder, Treasurer and Member-at-Large are for two-year terms; the Office of President Elect is for a three-year commitment.

SECTION III: NOMINATOR DATA

Name of Nominator: _____
Address: _____
City/St/Zip: _____
Contact Phone: _____ Fax: _____
Email: _____

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SECTION IV: NOMINEE'S BIOGRAPHICAL DATA

A biographical sheet (including Society and AACPM activities, civic and community activities, job responsibilities and accomplishments, etc.) must be included with this form. Bio may not exceed ½-page, single-space, font size Arial 10.

SECTION V: NOMINEE CERTIFICATION

The Nominee must read and sign the certification below:

This is to certify that I am aware of the duties and responsibilities of the office for which I am nominated, that I am willing to serve, and that the biographical information attached to this nomination is true and correct.

Signature of Nominee

Date

SECTION VI: SOCIETY CERTIFICATION OF NOMINEE

The Society President or designated Society Officer must read and sign the certification below:

This is to certify that the nominee listed on this nomination form is a Fellow in good standing in our Society and in the American Academy of Certified Public Managers®.

Signature of Society Officer

Date

Title of Officer

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Duties and Responsibilities of Academy Officers

President-Elect:

The President-Elect shall succeed to the office of President upon January 1 of the year for which they were elected or upon a vacancy in the office of President; chair the Finance and the Conference Committees; and perform other duties as directed by the President. More specifically, these duties include, but are not limited to:

- a) Perform the duties of the President in the President's absence or inability to serve;
- b) Develop, with members of the Finance Committee, the Academy's annual proposed budget for their term of office and prepare a written report for presentation at the House of Delegates meeting;
- c) Ensure that the budget, which is prepared on a calendar-year basis, provides for the continuation of current programs as well as for the projects and programs they will pursue as the upcoming President;
- d) Ensure that the findings and recommendations from the audit presented through the Finance Committee are resolved through actions by the Board or the House of Delegates.
- e) Serves as liaison to the standing and special committees and serves as ex-officio, without vote, on all committees of which they are not a specific member;
- f) Serves as Chair of the Finance Committee, details of which can be found in SOP 11.30;
- g) Serves as Chair of the Conference Committee, details of which are found in SOP 11.70;
- h) Assist President and Past-President as requested in mentoring new Societies and developing their affiliation with the Academy;
- i) Act as secondary contact between the Academy and the Consortium;
- j) Develop projects or programs that they will recommend and implement during their term as Academy President;
- k) Implement the Orientation Program, along with the Committee members, at the Annual Conference; and
- l) Deliver to the incoming President-Elect all files, papers and other property belonging to the Academy, immediately upon retiring from office.

Term: The term of office of the President-Elect is one year, but election to the position of President-Elect begins a seven-year commitment. Three years will be spent on the Board of Directors, first as President-Elect, then as President, and finally as Past President. For the following four years, as a Past President, they will serve as a member of the House of Delegates.

It is recommended that candidates for the Office of President-Elect have at least two (2) years experience serving in a leadership position either as a member of the Academy Board, the Chair of an Academy Committee, or as President of a State Society, or Chapter. However, lack of such expertise will not preclude any Academy member in good standing from seeking election to the position of President-Elect.

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Duties and Responsibilities of Academy Officers, continued

Treasurer

The Treasurer shall assume responsibility for the financial affairs of the Academy and act as Chief Financial Officer. As such make recommendations concerning the Academy's financial affairs to the President; and perform other duties as directed by the President. More specifically, these duties include, but are not limited to:

- a) Exercise control over all monies belonging to the Academy;
- b) Keep complete and accurate account of all revenues and expenditures, which shall be subject at all times to examination by the Board of Directors;
- c) Distribute written Treasurer's reports at all meetings of the Academy, House of Delegates, and the Board of Directors;
- d) Maintain the membership database; provide names to MAL for Member Affairs for new member certificates and Directory printing;
- e) Serve on the Finance Committee and assist and provide input to the President-Elect and other members in developing the Academy's annual proposed budget and accompanying report for presentation at the House of Delegates meeting;
- f) Implement the budget as approved by the House of Delegates and keep the President apprised of potential budgetary overruns;
- g) Disburse funds only upon the receipt of original invoices, approved invoice copies, and properly executed vouchers (cut checks, affix signature, and forward to second signatory);
- h) Issue invoices for state assessments no later than December 15 of the previous year in accordance with SOP 15.00;
- i) Contacts individual Society Treasurers as needed to ensure that member dues are received for certified House of Delegates members prior to the initial roll call pursuant to Article 7.5 of the Constitution & Bylaws.
- j) Have the books reviewed annually, no later than February 28, by a Certified Public Accountant approved by the Board. The review report shall be presented to the Board through the Finance Committee for dissemination to the House of Delegates during the Annual Meeting.
- k) Deliver all files, papers and other property belonging to the Academy to the incoming Treasurer by January 31 following the end of their term.
- l) File annual registration with the Georgia Secretary of State at www.georgiacorporations.org no later than April 1, each calendar year.

Term limit - The Treasurer serves a two-year term and may seek re-election to office.

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Duties and Responsibilities of Academy Officers, continued

Member at Large for Conferences & Communications:

The Member-at-Large for Conferences & Communications shall perform duties related to various Academy publications and to the functioning of the House of Delegates. This position also is a member of the Conference Committee and shall perform other duties as assigned by the President. More specifically, these duties include, but are not limited to:

- a) Chair the Communications Committee with direct responsibility for the newsletter, brochure, and other printed material not directly assigned to another Board member;
- b) Work with Academy President, who will issue the "Call for Delegate" certification requests to Society Presidents with the Member-at-Large for Conference & Communications receiving and compiling names of delegates;
- c) From delegate certification list received from each Society, verify with Treasurer that delegates (and alternates) dues are current and follow-up as needed; provide list to the Member-at-Large for Member Affairs;
- d) Receive HOD committee reports from Secretary and compile/distribute packets to certified delegates and alternates for House of Delegates meeting (tentative agenda, financial reports & proposed budget, minutes of previous meetings, committee reports, etc);
- e) Provide Society and delegate Identification placards for House of Delegates meeting; provide sign-in sheets;
- f) Provide Member-at-Large for Member Affairs a final listing of House of Delegate members for the updating of the HOD listing in the Academy's SOPs.

Term Limits. The Member-at-Large for Conferences & Communications serves a two-year term and can seek re-election.