

Board of Director Nomination Form

Please return to SACME at info@sacme.org by close of business November 6, 2020.

These positions will begin serving at the close of the SACME Business Meeting during the 2021 SACME Virtual Meeting. Nominees must be current Voting members.

Positions Open for Nomination:

- Secretary Central (2-year term)
- Regional Representative (2-year term)

See next page for position descriptions.

I have confirmed with the nominee their willingness to accept the nomination for this position.

I _____ wish to nominate _____
(Print Name) (Print Name)

for the Position of _____
(Name the Position)

Signature of Nominator Date

Submit this form along with the candidate's CV, short bio (up to 500 characters), and headshot by November 6, 2020.

Email: info@sacme.org Fax: (312) 644-8557
Mailing address: SACME, 35 East Wacker Drive, Suite 850, Chicago, IL 60601

Reproduce this form as needed to submit nominations for multiple positions. Self-nominations are welcomed.

SACME Officer Positions
Brief Description of Responsibilities

Secretary

The Secretary will:

- Oversee the taking and keeping of minutes at all society meetings (Member, Board, Executive Committee or other committee meetings)
- Oversee the distribution of all minutes or other materials pertaining to the responsibilities of the Secretary of the Society and ensuring that appropriate corporate records are maintained.

Regional Representative

Regional Representatives will:

- Serve on the Board of Directors of the Society which meets once per month by phone, at the SACME Spring Meeting, at the Fall Board Planning Retreat, and at other times as necessary
- Solicit and represent the views of members in the region for which they serve
- Act as a liaison between the Board and their region's membership
- Serve on the Membership Committee including recruitment of new members and retention of existing members
- Serve on other committees as designated