



**NOMINATION FORM**

Please return to SACME at [info@sacme.org](mailto:info@sacme.org) by close of business December 9, 2022.

These positions will begin serving at the close of the 2023 Business Meeting scheduled for March 17, 2023.

Nominees must be current Voting Members of SACME in good standing.

Positions Open for Nomination:

- Vice President (1-year term)
- Treasurer (2-year term)
- Western 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 the submission deadline of December 9, 2022.**

Email: [info@sacme.org](mailto: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**

### **Vice-President**

This officer is elected by the voting membership to a one year term, and then becomes President-Elect. Responsibilities include:

- Serve on the Board of Directors.
- Work closely with the President and other administrative officers of the Society.
- Oversee committees and work groups as assigned by the President. This will usually include the groups involved in the content and topical activities of the Society (e.g., education, research, special interest groups and task forces addressing specific issues).
- Perform other duties assigned by the President.

### **Treasurer**

This officer is elected by the voting membership for a two year term and can serve no more than two consecutive terms. This position has general responsibility for the financial aspects of the business activities of the Society and coordinates budgets for all officers and committees. The Treasurer works closely with the Executive Secretariat to assure coordination of the Society's business affairs. Specific responsibilities include:

- Serve on the Board of Directors.
- Chair of the Finance Committee.
- Establish procedures and protocol for the sound management of Society fiscal affairs. Periodically review procedures and modify as appropriate.
- With the advice of the Finance Committee, draft an Annual Budget (July 1 to June 30) for review by the Board of Directors at the Spring Meeting. This is prepared by contacting all officers, representatives, committees, and work groups (by Feb. 1) regarding any special projects or requests for the coming year. To reflect a three year budget cycle, the Finance chair will request that committee chairs anticipate and prepare budget for a three year cycle. Committee chairs will submit to Executive Secretariat for dissemination to Finance Chair by the Feb 1 deadline.
- Receive requests for budget modifications during the year and forward them to the President for action by the Board.
- Review payments of budgeted expenses, insuring appropriate justification, recording, and logs of disbursements prepared by Executive Secretariat.
- Oversee receipt and deposit all revenues to the Society (e.g., membership dues, fees for the Fall Meeting, gifts to the Society) by Executive Secretariat, insuring appropriate recording and logs of receipts and deposits.
- Review the Society's banking and investment statements monthly with administrator (Executive Secretariat).
- Coordinate SACME investments with Finance Committee and Investment Advisor.
- Report to the Board and the membership at the Spring and Fall Meetings on the status of the Society's fiscal affairs.
- Recommend fiscal policy (e.g., amount of membership dues) to maintain the fiscal integrity of the Society.
- Oversee the annual income tax return preparation and filing (by Nov. 1).
- Oversee external oversight of fiscal affairs, including CPAs or accounting firms to perform periodic checks and audits.
- Coordinate the above and other financial administrative activities with the Executive Secretariat (e.g., receipt and deposit of membership renewals and dues).
- Review all hotel and other contracts for Society meetings before authorizing signature.
- Perform other duties assigned by the President.

### **Regional Representatives**

Regional Representatives will serve a two year term and may serve no more than two terms consecutively. Responsibilities include:

- Serve on the Board of Directors of the Society which meets once per month by phone, at the SACME Spring Meeting, at the 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 participating in recruitment of new members and retention of existing members
- Serve on other committees as designated
- Host regular Regional Coffee Chats