



# NOMINATION FORM



## RECOMMENDATION TO ASBA NOMINATING COMMITTEE

I recommend this person for the following office:

\_\_\_\_\_ **President-Elect**

\_\_\_\_\_ **Treasurer**

\_\_\_\_\_ **Secretary**

Would this person be willing to accept nomination to an office other than the office which is checked above?      Yes ( )      No ( )

Nominee's Name: \_\_\_\_\_ District: \_\_\_\_\_

Street Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Work Phone: \_\_\_\_\_

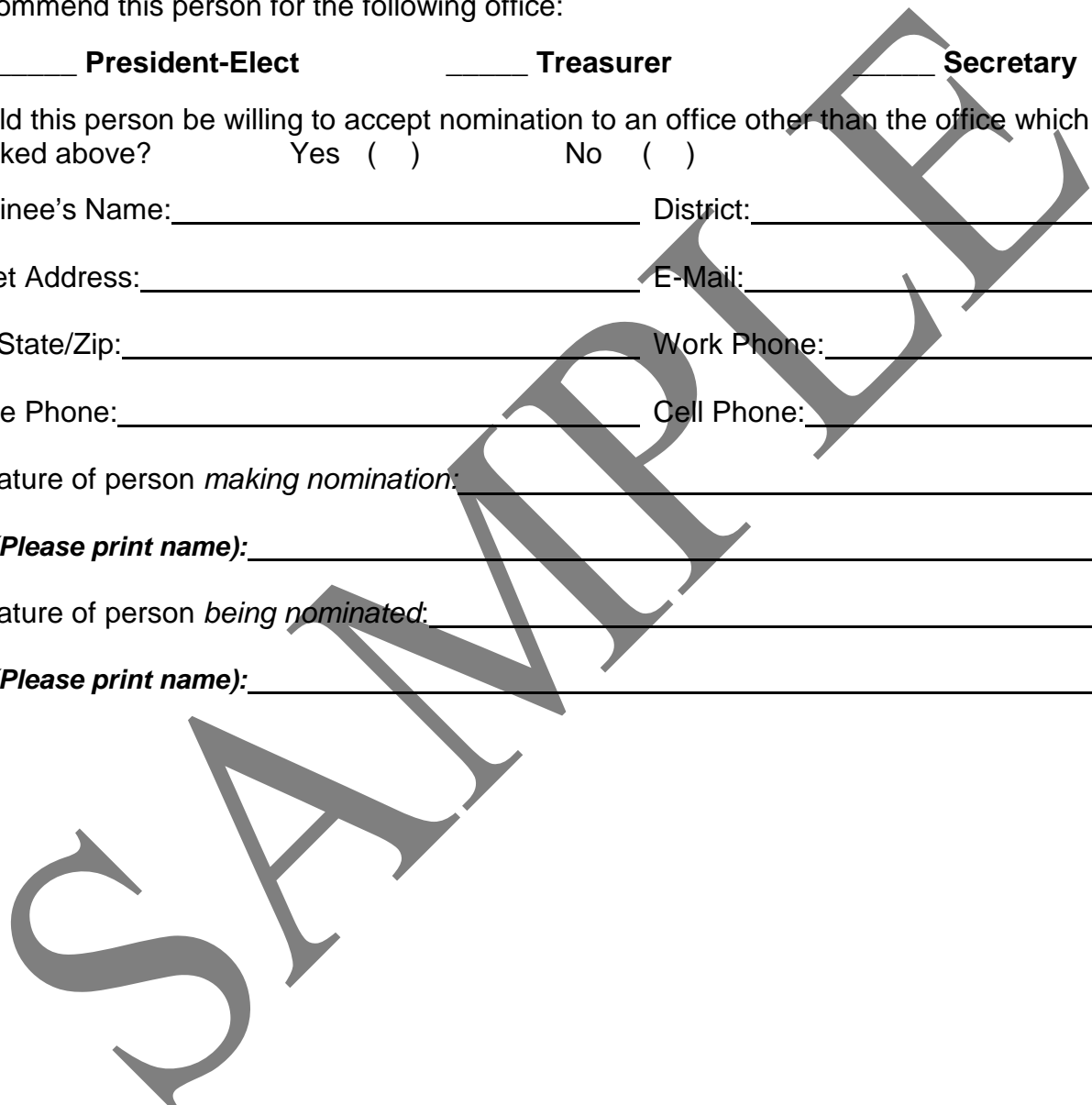
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Signature of person *making nomination*: \_\_\_\_\_

**(Please print name):** \_\_\_\_\_

Signature of person *being nominated*: \_\_\_\_\_

**(Please print name):** \_\_\_\_\_



ASBA Executive Committee service is extremely rewarding. Working to provide a bright future to our 1,000,000 public school children by supporting our 1,200 school board members is a noble pursuit.

The purpose of the Association is:

- ♦To promote the general advancement of public education in the State of Arizona and the United States of America and its Territories.
- ♦To promote lay control of public education.
- ♦To coordinate educational policies and procedures and promote uniform application of school laws of the state.
- ♦To coordinate the activities and interests of school boards and accommodation schools within the state of Arizona.
- ♦To present reports, recommendations, and information concerning education to the Legislature, State Board of Education, and other governmental officials and agencies.
- ♦To provide leadership to the local school boards.
  - By exchanging information and ideas pertaining to all aspects of education.
  - By encouraging effective communication with students, parents, community, school personnel, legislators and appropriate agencies.
  - By encouraging the most desirable and effective communication between school boards and school personnel, the legislature, and the general public.
- ♦To cooperate with other organizations for the benefit of the children in the public schools of the state and the nation.

### Brief Summary of Officer Responsibilities

The time requirements of ASBA events, conferences and meetings, and NSBA commitments can be challenging.

Executive Committee members are expected to attend all ASBA functions and be available for participation in additional meetings in execution of their leadership roles. Executive Committee meetings are typically held on days around existing ASBA events. In addition, periodic in-person and conference call meetings are held. Upon becoming an officer of ASBA you accept the responsibility that the entire ASBA organization depends upon a strong leadership team.

#### President

- Presides at meetings of the Association, the Board of Directors, and the Executive Committee.
- Appoints all standing and special committees of the Association.
- Participates in ASBA County Meetings.
- Attends ASBA conferences and training sessions.
- Serves as ex-officio member of all committees, except the Nominating Committee, with voting power.
- Serves as voting delegate to NSBA Delegate Assembly.

- Serves as voting delegate at NSBA Pacific Region meetings.
- Serves on regional Nominating Committee at annual Pacific Region meeting.
- Attends the NSBA Leadership Conference, NSBA President's Retreat, NSBA Annual Conference, NSBA Pacific Region meetings, and NSBA Advocacy Institute.
- Performs such other duties that pertain to the office of president.

### **President-Elect**

- Attends meetings of the Association, the Board of Directors, and the Executive Committee.
- Participates in ASBA County Meetings.
- Attends ASBA conferences and training sessions as needed.
- Attends the NSBA Leadership Conference, NSBA President's Retreat, NSBA Annual Conference, NSBA Pacific Region meetings, and NSBA Advocacy Institute as needed.
- Serves as voting delegate or alternate to NSBA Delegate Assembly.
- Serves as voting delegate or alternate at NSBA Pacific Region meetings.
- Performs such other duties that pertain to the office of president-elect.
- Serves and performs president duties in the absence or disability of the president.

### **Treasurer**

- Prepares the Budget Report to be presented to the Board and membership.
- Serves as Chairperson for the ASBA Finance Committee.
- Reports regularly to the Board.
- Gives a report to the membership at the annual membership business meeting.
- Attends meetings of the Association, the Board of Directors, and the Executive Committee.
- Participates in ASBA County Meetings.
- Attends ASBA conferences and training sessions.
- Attends the NSBA Annual Conference, NSBA Pacific Region meetings, and NSBA Advocacy Institute.
- Serves as voting delegate or alternate to NSBA Delegate Assembly.
- Serves as voting delegate or alternate at NSBA Pacific Region meetings.
- Performs such other duties that pertain to the office of treasurer.

### **Secretary**

- Keeps the minutes of all Association, Board of Directors, and Executive Committee meetings.
- Preserves the records and the files of the Association.

- Attends meetings of the Association, the Board of Directors, and the Executive Committee.
- Participates in ASBA County Meetings.
- Attends ASBA conferences and training sessions.
- Attends the NSBA Annual Conference, NSBA Pacific Region meetings, and NSBA Advocacy Institute.
- Serves as voting delegate or alternate to NSBA Delegate Assembly.
- Serves as voting delegate or alternate at NSBA Pacific Region meetings.
- Performs such other duties that pertain to the office of secretary.

### **Immediate Past-President**

- Mentors current president and members of the Executive Committee.
- Provides counsel to the president.
- Chairs the Nominating Committee.
- Attends meetings of the Association, the Board of Directors, and the Executive Committee.
- Participates in ASBA County Meetings.
- Attends ASBA conferences and training sessions as needed.
- Attends the NSBA Annual Conference, NSBA Pacific Region meetings, and NSBA Advocacy Institute as needed.
- Serves as voting delegate or alternate to NSBA Delegate Assembly.
- Serves as voting delegate or alternate at NSBA Pacific Region meetings.
- Performs such other duties that pertain to the office of immediate past-president.