

TABSE 2015-2016 Officer Nomination Form

Please print

Candidate Last Name _____ First _____ MI _____

City _____ Zip _____ Affiliate Name _____

Member of Local _____ Years, Member of TABSE _____ Years, Member of NABSE _____ Years

Email: _____ Telephone Number (____) _____

Nomination for position of:

Recording Secretary (2 Yrs) _____

Treasurer (2 Yrs) _____

Parliamentarian (2 Yrs) _____

Leadership Experience:

1.

2.

3.

Service to local, state, national affiliates:

1.

2.

3.

Strengths for this position:

1.

2.

3.

Candidates must agree to actively run and serve in office. He/She must recognize the considerable time demands required for service. This candidate has been contacted regarding their willingness and eligibility to serve in the position above.

Submitted by _____ Affiliate _____ E-Mail _____

Nomination Committee only: Information Verified _____ Information Denied _____

Committee Member _____ Date _____

E-mail nominations must be received at mlg5602@yahoo.com or mailed to **TABSE Nomination Committee, 5602 Oak Haven Lane, Houston, Texas 77091** and postmarked no later than May 9, 2015.

TABSE Duties of the Offices

Recording Secretary

- The Recording Secretary shall keep minutes of the Executive Committee, the Executive Board and Delegate Assembly meetings and shall perform other appropriate duties and functions as assigned by the President.
- The Recording Secretary shall be responsible for reviewing and certifying business documents of the Alliance.
- The Recording Secretary shall perform the duties of the President when the President and President-Elect are unable to serve. The Recording Secretary may be elected to two successive terms.

Treasurer

- The Treasurer shall serve as the Chief Finance Officer of the Alliance and have charge of all funds and revenues and financial transactions.
- The Treasurer shall have the responsibility of reviewing the Alliance's financial affairs, and co-signing Alliance checks for expenditures for such amounts and for such purposes as the Executive Committee may from time to time determine.
- In addition, the Treasurer, in conjunction with the Executive Director shall establish a budget annually.
- The Treasurer may be elected to two successive terms.
- The Treasurer serves as the Chairperson of the Budget Committee and the Audit Committee.

The Treasurer in accordance with sound fiscal management procedures and policies as established by the Executive Board shall execute those procedures for signing and disbursement of checks.

Parliamentarian

- The Parliamentarian shall serve as the authority on the proper rules of order in debate. Current Robert's Rules of Order will be the final authority when a misunderstanding occurs.