

APIC Chicago Positions Available for 2011

Eligibility for All Positions

Must be a current active member of APIC and a member of APIC for the last two years. No Officer or Director may hold a local and National office at the same time.

President Elect

Duties:

- Perform the duties of the President in his/her absence.
- Perform such duties as delegated by the President.
- Automatically rotate to the office of the President after term of office has been served.
- If the office of President becomes vacant, fill the position with the title, President Designee and subsequently fill the office of President for the regular term.
- Actively recruit new members to the association.

Term: Three years

- First year as President Elect
- Second year as President
- Third year as Immediate Past President

Recording Secretary

Duties:

- Record the minutes of all Chapter and Board of Directors meetings and submit to the Board of Directors within 30 days of meeting.
- Preserve the correspondence, reports, records and archives in a permanent file.
- Forward a copy of all correspondence, reports, and records to the President. Correspondence includes letters of invitation, inquiry, information and thank you.
- Distribute minutes of all membership and Board of Directors' meetings for the previous two years to newly elected officers prior to the first board meeting of a new term.

Term: Two Years

Director, Chair of Bylaws

Duties

- Review these Bylaws, and submit recommendations for amendments to the Board of Directors.
- Annually: Present to the membership by mail the proposed amendments to the bylaws at least thirty (30) days prior to voting on the changes. The vote takes place at the Annual Business Meeting held on the first Wednesday in December.
- Submit the Bylaws and approved amendments to the National Association for approval.

Term: Two Years

Nominating Committee

Duties:

- Prepare a willingness to serve form. The form contains the candidate's signature, which indicates their consent to serve.
- Solicit the names of eligible members that are willing to serve.
- Communicate the deadline for receipt of the willingness to serve form.
- Prepare the ballot and submit it to the Board 45 days prior to the date of the election.
- Submit a resume for each nominee on the ballot.

NOTE:

- Members can only serve one term (two years) on the Nominating Committee.
- Members of the Nominating Committee cannot be placed on the ballot.
- The nominating committee consists of six rotating members (three on ballot each year).

Term: Two Years