

## Sample Solicitation for Chapter Officer Nominations

Must be received by: \_\_\_\_\_

Elections for our Chapter Officer positions are underway. We are looking for individuals who are competent, who can communicate for you and who are committed to the industry. Officer positions need not be overly time intensive if the right individuals are working together, each doing their part with creativity and enthusiasm. Committees and task forces may be created to share the load – but they will only be as effective as their leader.

If you, or someone you know, would like to develop new business new relationships with industry leaders, would like to steer the direction and activities of this Chapter and would like to support growth for the industry, please submit nominations for officers on the attached form. For more detailed information on Chapter Officer positions, please refer to the suggested Chapter Officer job descriptions to follow [Note to Chapters: Include the suggested Chapter Officer job descriptions on pages 1-4 of the *Nominations & Elections Guidelines Toolkit*.]

## **Nominations Procedures**

Use the following form to **nominate** individuals for Chapter Offices and to volunteer for the Steering Committee. The election committee must receive this nominating form no later than \_\_\_\_\_.

The Election ballot will be mailed to you on \_\_\_\_\_ and must be received by the election committee no later than \_\_\_\_\_.

Ties will be broken by a coin toss.

The member or their designee must sign and print their name on the nomination forms and election ballots.

## Sample Chapter Officer Nominations Form

During the \_\_\_\_\_ Chapter meeting, a poll was taken to determine the members interested in serving as officers of our organization.

Typed below are the names of our members who have expressed interest in serving our Chapter. You may support these members or write in the name of candidates of your choice. Each person's name and firm are listed and the position they held in the last term is noted.

All write-in candidates will be asked if they will be willing to serve before being placed on the election ballot.

**Position:** Chairperson

**Length of term:** 2 years

**Candidate name & firm (phone/fax):**

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**Position:** Vice Chairperson<sup>1</sup>

**Length of term:** 2 years

**Candidate name & firm (phone/fax):**

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**Position:** Secretary

**Length of term:** 2 years

**Candidate name & firm (phone/fax):**

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**Note:** A Chapter is able to combine the Chapter Secretary and Treasurer positions into one position (Secretary/Treasurer).

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<sup>1</sup> Chapters have the option to either have the Vice Chairperson automatically become the Chair-Elect when they are elected or have the option that their position is for Vice Chairperson only without ascending to Chairperson at the end of their term.

**Position:** Treasurer

**Length of term:** 2 years

**Candidate name & firm (phone/fax):**

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**Note:** A Chapter is able to combine the Chapter Secretary and Treasurer positions into one position (Secretary/Treasurer).

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**Steering Committee Volunteers should write their names below:**

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**Note:** Individuals on the Steering Committee are volunteer positions, not elected. We encourage you to volunteer to assist and guide the Chapter. Volunteers serve on committees and gain experience in the Chapter conducts business.

**This form must be received by:** \_\_\_\_\_

**Mail to:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Fax:** \_\_\_\_\_