



CHAPTER OFFICER DESCRIPTIONS

All officers shall be members in good standing, and shall hold office for a two-year term. Officers may serve no more than two (2) consecutive terms. Chapters shall elect from its own membership the following officers:

PRESIDENT:

A President, who shall be a Professional-level member of the chapter or an Associate-level member. Any person who is elected to the office of President and is not a Professional-level member must a) be a designer, b) have previous board leadership experience at the chapter level, c) live within the geographical jurisdiction of the chapter, and d) be approved for nomination by the National Board of Directors. The President shall preside at all Executive Committee meetings and meetings of the general membership, shall appoint all committee chairs, authorize all disbursements, and shall be an ex-officio member of all committees.

VICE PRESIDENT:

A First Vice President, who shall assist the President in all duties, and shall perform such duties as are assigned by the President and, in the absence of the President, or upon direction of the President or members of the Executive Committee, shall perform all of the duties of the President.

SECOND VICE PRESIDENT:

A Second Vice President, who shall assist the President in all duties, and shall perform such duties as are assigned by the President and, in the absence of the President and Vice President, or upon direction of the President or members of the Executive Committee, shall perform all of the duties of the President.

SECRETARY:

A Secretary, who shall maintain all official records of the chapters, and shall file all necessary reports to National Headquarters, including, but not limited to, submission of a quarterly meeting schedule, quarterly meeting minutes, original sign-in sheets from each chapter meeting, a copy of chapter mailings to members, and a copy of the chapter mailing list. All reports shall be filed on forms provided to the chapter by National within the prescribed time period.

TREASURER:

A Treasurer, who shall adhere to National Headquarters policy regarding all accounting procedures, and shall be responsible to the chapter and National Headquarters for an accounting of all monies collected and disbursed by the chapter. Within the prescribed time period following the end of each quarter, a report shall be provided to the chapter Executive Committee and to National Headquarters, which shall include all monies, including investments held the the chapter, as well as a reporting of all disbursements made by the chapter during the quarter. This report shall be filed on forms provided to the chapter by National Headquarters.

The **Past President**, who occupied the office of President during the immediate previous term, shall serve as an officer. The Past President shall be a voting member of the Committee and act as advisor to the President. The Past President shall perform other duties as may be requested by the President and/or Executive Committee. If, for any reason, such person cannot serve in such office, then the office shall remain vacant.

2011-2012 BOARD OF DIRECTORS NOMINATION FORM

NAME _____

COMPANY _____

BOARD POSITION DESIRED _____

INTERESTED IN COMMITTEE OR EVENT PLANNING _____

MEMBERSHIP LEVEL (circle one): Professional Associate Affiliate Other _____

PHONE _____

EMAIL _____

Deadline for nominations: September 7th, 2010 General Membership Meeting

Election date: October 5th, 2010 General Membership Meeting

***Please fax or email the completed form to: Michele Longo, 239-455-6024 or mish@longointeriors.com**

NOMINATIONS COMMITTEE MEMBERS:

Michele Longo 287-9107 mish@longointeriors.com
Carolyn MacAndrew 401-829-0448 blakestav@aol.com
Lynn Royal 659-7494 lynn.royal@robbstucky.net
Janis Hopkins 272-6059 radius55@earthlink.net
Cheryl Oldershaw 450-0126 coldershaw@palmbaycabinets.com
Shiree Ingram 207-0775 fauxnow@hotmail.com