

ALABAMA ASSOCIATION FOR INSTITUTIONAL RESEARCH
NOMINATIONS FOR (insert upcoming year) OFFICERS

Please nominate one or more people for each of the following offices:

VICE-PRESIDENT/PRESIDENT ELECT:

The Vice President shall: a) plan the program for the annual conference; b) assist the President in other duties as the need arises; and c) assume the duties of the President in the event that person cannot complete his/her term. The Vice-President shall succeed to the office of President at the end of the one-year term as Vice-President.

TREASURER:

The Treasurer shall: a) maintain and distribute to the officers a list of the membership of the Association; b) collect annual conference registration and membership fees; c) send reminder notices to members who do not renew annual membership; d) provide for the payment of duly authorized expenses of the Association; e) prepare informal financial statements for the Executive Committee and complete financial reports for the annual business meeting; f) invest the funds of the Association at the direction of the Executive Committee; and g) perform all said duties inherent in the position of Treasurer. The term of office shall be two years, commencing in odd numbered years.

SECRETARY:

The Secretary shall: a) keep the minutes of the annual business meeting and other meetings of the membership or of the Executive Committee; b) publish and distribute the newsletter of the Association; c) publish and distribute an annual information directory for the Association; d) attend to the correspondence of the Association, including printing and distributing notices about the annual conference; e) print and be responsible for incorporating into a master electronic format, any proposed bylaws or amendment(s) initiated in accordance with Section 1 of Article I, and submit them to the members for consideration at the annual business meeting; and f) perform all said duties inherent in the position of Secretary. The term of office shall be two years, commencing in even numbered years.

NOMINATING COMMITTEE: (Two will be elected)

The Nominating Committee shall: a) work with the Immediate Past President; b) prepare and report to the Executive Committee a single candidate for each office position for which an election is to be held. Nominating Committee members are ineligible to be on the slate of officers to be elected at the annual business meeting the year in which they serve on the committee.

Return this form by (insert the date) to (insert the name, address and email address of the chairperson of the Nominating Committee)