

# IAAP



***PROMOTING***

- **Education**
- **Communication**
- **Excellence**

*The Idaho Association of Assessment Personnel*

## **Officer Nomination Form Secretary/Treasurer 2018-2020 Term**

**Please submit nominations by July 18, 2018.**

Nominations are accepted each year for any and all open positions available. Each officer will serve a two-year term in the current position. The officers rotate through each position through presidency for a total of a six-year commitment with an additional two years as “past president” in an advisory capacity only. The nominees will be voted on at the annual luncheon by all members present. Any nominee needs to be a member of the Association currently **or** if not currently a member, a membership application and fee must be submitted with the nomination form.

Your Name: [Click here to enter text.](#)

Your E-mail: [Click here to enter text.](#)

Your Employer: [Click here to enter text.](#) County: [Click here to enter text.](#)

### **I wish to nominate:**

Name of Nominee: [Click here to enter text.](#)

Employer: [Click here to enter text.](#) County: [Click here to enter text.](#)

Field of Expertise: [Click here to enter text.](#)

Tell us about the nominee and why they would make a good officer: [Click here to enter text.](#)

You may submit the nomination form by email to [RichardB@co.nezperce.id.us](mailto:RichardB@co.nezperce.id.us) or by mail or in person at 1230 Main Street, Lewiston, ID 83501.

Any questions may be directed to any current officer of the Association.



*The Idaho Association of Assessment Personnel*

**We are now accepting nominations for the 2018-2020 Term**

**Position available: Secretary/Treasurer**

### **Secretary**

The Secretary shall: (1) Keep full minutes of all meetings of members and Board of Directors; (2) Give notice of meetings of members and Board of Directors in accordance with the provisions of these bylaws; (3) May be required to countersign disbursements; (4) Collect and/or deposit and transmit pertinent records to the Treasurer; (5) Be custodian of the Corporation Articles of Incorporation and bylaws.

### **Treasurer**

The treasurer shall: (1) Have custody of and be responsible for all monies and securities of the Corporation; (2) Keep full and accurate record of accounts in books belonging to the Corporation showing the transactions of the Corporation, its accounts, liabilities and financial conditions; (3) Deposit in the name of the Corporation all monies and other forms of negotiable receipts that may come into his or her hand for the Corporation's account, in such depository or depositories; (4) Disburse the funds of the Corporation in payment of just demands against the Corporation or in accordance with general or special directions of the Board of Directors making proper vouchers for such disbursements, such disbursements shall require two signatures of the President and Treasurer/Secretary; (5) He or she shall submit a full report of the financial condition of the Corporation to the annual meeting of the members, and generally, shall perform the duties incident to the position of Treasurer; (6) Pay all Corporate fees each year to the State of Idaho.

**All positions serve a term of two years. The officer will rotate through all positions through presidency with the final two years of serving as "Past President."**

**If you or someone you know would make a great officer, please complete the nomination form. Any nominations must be made by an existing member of the Association. All nominees must be or become a member of the Idaho Association of Assessment Personnel.**

You may submit the nomination form by email to [RichardB@co.nezperce.id.us](mailto:RichardB@co.nezperce.id.us) or by mail or in person at 1230 Main Street, Lewiston, ID 83501.

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