



Please consider seriously your opportunity to nominate a colleague or yourself for a leadership position in PACRAO. Multiple nominations for the Executive Board, Audit Committee and Nomination and Elections Committee may be submitted. Please use a separate form for each nominee. Submit all forms to Past President James Miller, at jamesdm@uw.edu.

**All nominees are required to submit a PACRAO Nomination Activity Report to be considered for nomination. Nomination Forms/Activity Reports are due by the end of the 2018 Business Meeting, Wednesday, October 31, 2018.**

This Nomination Form and the Nominee Activity Report are both available under "Resources/Links" at pacrao.org at this link: [http://www.pacrao.org/docs/toc\\_resources.html](http://www.pacrao.org/docs/toc_resources.html).

All board members attend three meetings a year (one meeting coincides with the annual meeting) and participate in monthly phone meetings. All board members spend approximately 10 hours per month on PACRAO business, outside of meetings. **All nominees must be able to attend the 2019 PACRAO Conference in Scottsdale, AZ, October 27 – 30, 2019.**

**Nominee's Name:**

Check position(s) for which the nominee has agreed to be nominated.

- President-Elect (three-year term)** The President-Elect shall act as the chief assistant to the President and shall succeed to the presidency at the end of the term of the President. The President-Elect shall be responsible for strengthening the Association's relationship with leadership from state and province associations, the membership and with business partners and exhibitors. The President-Elect works with the Vice President for Membership and Treasurer to foster greater Association membership throughout the Pacific region. The President-Elect identifies individuals to serve in the following roles to run concurrent with his or her presidency: Local Arrangements Committee Chair, Program Committee Chair, Diversity Development Advocate, and Business Partner Liaison.
- Vice President for Publications & Information Technology (two-year term):** The Vice President for Publications and Information Technology shall be responsible for disseminating information to members of the Association, via print and electronic communication, which includes the Association's newsletter and directory (with support from the Vice President of Membership) and provides leadership to the development and maintenance of the Association's website.
- Treasurer (two-year term):** The Treasurer is responsible for maintaining the financial records of the Association; shall obtain the approval of the President on all bills before payment; and shall make an informal report to the members of the Association at the formal annual business meeting. The Treasurer shall enforce all fiscal policies and procedures for the Association and shall report any discrepancies to the Executive Board. The Treasurer will manage all banking activity for the President and President-Elect and for the Chairs of the Local Arrangements Committee and Program Committee, as appropriate, and shall reconcile each account. At the end of each year, the Treasurer shall prepare a complete formal report, including an accountant's review of financial statements, for distribution to the Executive Board and for submission to the next succeeding treasurer. The outgoing Treasurer will transition with the incoming Treasurer through the close of the fiscal year (January 31) following election of the new Treasurer.
- Audit Committee Member (two-year term):** The Audit Committee is appointed by the Nominations and Elections Committee and is responsible for reviewing annually the Association's financial practices including the receipt and distribution of funds and the maintenance of financial records. The committee will prepare an annual report for the Executive Board of findings and recommendations regarding the Association's financial operations.
- Nominations and Election Committee Member (one-year term, 6 members):** The Nominations and Elections Committee shall solicit nominations for the next Nominations and Elections Committee, for the Audit Committee, and for the next Executive Board. The Nominations and Elections Committee shall review all nominations and present a slate of nominees to the Executive Board and to the membership. The committee meets at the 2016 Annual Meeting and works over the previous summer and early fall to solicit nominations.



Be sure to check with the nominee before submitting this form to ensure that she/he is willing to serve in the capacity noted above, if elected. **All information must be submitted.**

**Nominee Information:**

Full Name \_\_\_\_\_

Title \_\_\_\_\_

Name of institution \_\_\_\_\_

Public       Private       2-Year       4-Year       Graduate/Professional

Years in Present Position: \_\_\_\_\_ Years in Higher Education: \_\_\_\_\_ PACRAO Member Since: \_\_\_\_\_

Office Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Office phone (\_\_\_\_) \_\_\_\_\_ Office email address \_\_\_\_\_

Nominee agrees to serve in the following position(s), if elected:  Yes

- President-Elect
- Vice President for Publications & Information Technology
- Treasurer
- Audit Committee Member
- Nominations and Elections Committee Member