

Armed Forces ISPI Update

Special Edition - 2006 Officer Election

Get Ready!

Get Set!

Nominate!

President Kim Williams sent an email on 21 October 2005 announcing the process for the Officer election to be held in February 2006. There has been some confusion about the titles of AFC Officers. The Chapter Bylaws state that AFC has a President, a President-Elect, and a Secretary/Treasurer. Last year, as part of re-establishing the AFC (since the Chapter had been inactive for a number of years) it was necessary to nominate and elect all three Officers.

The President (Kim Williams) was elected last year and her term expires April 2006. The President-Elect (Aaron Bolin) elected last year (because there was no existing President-Elect) automatically becomes the Chapter President in April 2006. The Secretary/Treasurer (Sandra Ogden) was elected last year and her term expires in April 2006.

The Nominations Committee is accepting nominations for members to run for President. The individual elected as AFC President serves a one-year term as President-Elect (performing duties similar to a Vice President) and automatically serves another one-year term as President beginning April 2007. The Committee also desires nominations for the position of Secretary/ Treasurer who will serve a one-year term from April 2006 to April 2007.

So... what do the President, Vice President, and Secretary/Treasurer do?



Have fun...communicate... learn...create new ideas... facilitate meetings...buy marketing materials ... develop graphics... laugh a lot... communicate... take pictures... attend ISPI conferences... write newsletters... plan for AFC... give marketing materials away... talk about AFC... recruit new members. . . plan webinars... collect money... did I mention communicate?



We meet and talk to people like Judy Hale, Roger Chevalier, Donna Vaught, Don Tosti, Geary Rummier, Robert Brinkerhoff, and great people like each of you!

How Do People Get Nominated?

1. Read the "job descriptions" for the President, President-Elect, and Secretary/ Treasurer (included in this special issue) to get an idea of what is expected.
2. Think about the role in which you would like to serve AFC; or think about a co-worker/friend that would be perfect to serve as AFC President or Secretary/ Treasurer. Just to be nice, tell the friend you nominated him or her.
3. To be nominated for an officer position, you must be a member of AFC. When elected, officers **MUST** become members of ISPI National.
4. Fill out the nomination form and either fax it to Sandra Ogden at 407-380-4520 or email it to sandra.ogden@navy.mil as soon as possible, but no later than 2 Dec 05.
5. If you accept the nomination, write your 250-word Qualification Statement and find a picture of yourself to submit with your qualification statement. If you don't have a recent picture, don't wait because you want a new picture; send the nomination form anyway. The Officer Candidate Form and photograph will be posted on AFC's website for all members to review prior to casting their vote. Officer Candidate Forms must be submitted no later than 15 Dec 05.

Don't wait! Complete the form now and send it in today! Don't let this opportunity slip away from you!

Officer Nomination Forms must be received by 2 Dec 05.

Officer Candidate Forms must be received by 15 Dec 05.



AFC Officer Nomination Form

Note: Email all completed submission forms to Sandra Ogden at sandra.ogden@navy.mil no later than **2 Dec 05**. AFC will contact the person nominated to ask if they accept the nomination. If they accept the nomination, they are required to submit a completed AFC Officer Candidate Form no later than 15 Dec 05.

1. Position Nominated For:

___ President

___ Secretary/Treasurer

2. Name: _____

3. Email: _____

4. Phone: _____

5. Organization: _____



AFC Officer Candidate Form

Note: Email all completed submission forms to Sandra Ogden at sandra.ogden@navy.mil no later than **15 Dec 05**. Your photo and 250-word qualifications statement will be posted on AFC's website.

1. Position: ___ President ___ Secretary/Treasurer
2. Name: _____
3. Email: _____
4. Phone: _____
5. Organization: _____
6. ___ (yes/no) AFC membership dues paid
7. ___ (yes/no) ISPI membership dues paid
8. ___ (yes/no) Reviewed AFC Officer Duties
9. Your 250-word Qualification Statement (why you want to serve as an AFC Officer, address, education, certifications, experience, awards, publications authored, organizational memberships, i.e., AFC, ISPI, ASTD).





Job Descriptions

President

- ◆ Serves a one-year term.
- ◆ Conducts annual membership meetings at annual ISPI conferences.
- ◆ May hold periodic meetings of the general membership.
- ◆ Presides at all membership meetings and acts as Chapter spokesperson.
- ◆ Appoints all committee chairpersons, assigns projects, and may re-assign projects, as necessary.
- ◆ Gives the annual report to the membership of the overall condition of the Chapter and summarizes the actions of the Board of Directors at the annual membership meeting.
- ◆ May authorize the expenditure without approval of the Board when the dollar amount of an expenditure is below the threshold set by the Board of Directors. Payments will be made against vouchers and by check signed by the President or the Secretary-Treasurer.
- ◆ Calls meetings of the Board of Directors.
- ◆ Serves as Chairperson of the Board of Directors and as an ex-officio member of all committees.
- ◆ Conducts the business of the Chapter in accordance with standard business practices and is governed by the Chapter Constitution and Bylaws.
- ◆ Serves as a voting member of the Board of Directors.

President-Elect

- ◆ Serves a one-year term as President-Elect of the Chapter, followed by a one-year term as President.
- ◆ Performs duties assigned by the President and serves in place of the President in case of absence or resignation.
- ◆ Chairs the Program Committee and oversees Chapter publications.
- ◆ Serves as a voting member of the Board of Directors.

Secretary/Treasurer

- ◆ Serves a one-year term.
- ◆ Records all proceedings at meetings of the membership and of the Board of Directors.
- ◆ Takes care of official correspondence and communications such as meeting notices.
- ◆ Collects dues and fees.
- ◆ Maintains the membership roll.
- ◆ Makes disbursements and keeps proper records of accounts.
- ◆ Serves as a voting member of the Board of Directors.
- ◆ Distributes a summary of the overall condition of the Chapter included in the minutes of the annual membership meeting to the membership within 30 days after the meeting.
- ◆ Provides an annual financial report to the membership, which becomes part of the minutes of the annual membership meeting.