



Dear NASHE Members!

As the President of NAHSE's Chicago's chapter I am pleased to announce that this is an election year for our chapter Officers. Those desiring to serve must submit the following information to the Chicago's NAHSE Chapter nominating committee by **September 19th 2015 by 5:00pm**. The chair of the committee is: Diane Howard and her email address is: [Diane\\_M\\_Howard@rush.edu](mailto:Diane_M_Howard@rush.edu) .

individual's should submit the following information:

- 1) A copy of their resume
- 2) A letter of recommendation
- 3) A cover letter stating 'why you are willing to serve'.

Voting will take place prior to our Annual Educational Conference in October 13, 2015. Again, **only financially active members will be eligible to participate in voting.**

Below are the offices and their duties.

## **DUTIES AND POWERS OF THE PRESIDENT-ELECT**

The President-Elect shall have such powers and perform such duties as shall be delegated to him or her by the President, or shall be required by him or her by the Board of Directors.

## **DUTIES AND POWERS OF THE TREASURER**

The Treasurer shall be a signatory on the Chapter's bank: accounts. The Treasurer shall have custody of all funds and oversee the keeping of all financial records of the Chapter. The Treasurer shall submit financial reports of the Chapter as requested by the President or the Board of Directors. The Treasurer shall comply with the reporting requirements established by the Association relative to the finances of the Chapter. The Treasurer shall have custody of all funds; keep all financial records of the Chapter and make recommendations in regards to the Chapter's fiscal affairs. The Treasurer shall submit financial reports to the Chapter as requested by the President or the Executive Committee.

## **DUTIES AND POWERS OF THE SECRETARY**

The Secretary shall record and keep the minutes of the meeting of the members and the Board of Directors in books provided for this purpose. The Secretary shall notify by mail or telephone, meeting notices or other information requested by the President and shall handle all correspondence for the organization.

## **DUTIES AND POWERS OF THE PARLIAMENTARIAN**

The Parliamentarian enforces the formal rules and procedures for the meetings.