



## **2021 CMSA LI BOD Request for Nominations**

**The Nominating Committee invites suggestions from the membership for the following offices and directorships for election year 2021:**

**Vice President (2 year term)**

**Treasurer ( 2 year term)**

**Director (3 year term)**

If you are interested in any of the above positions or would like additional information, please contact Alma Aspiras, Nominating Chair, at [pastpresident@cmsali.org](mailto:pastpresident@cmsali.org). This is a great opportunity to be professionally involved in this active and growing organization!

Please submit the following information: (see application)

- a short biography including your name and credentials
- present and past work experience, including current employer
- # years as a member of CMSA
- list any involvement with CMSA activities, etc.
- why you would like to be involved
- 2x2 photo

Elections will be held at our Annual Meeting in March, 2021. The Nominating Committee will submit a slate to the membership in February 2021. All candidates must submit their biography and application **by December 31, 2020**. Thank you for your interest.

**APPLICATION**  
**2021 CMSA LI Board of Directors**

Name: \_\_\_\_\_ Credentials: \_\_\_\_\_

Employer: \_\_\_\_\_ Title: \_\_\_\_\_

Home TC #: \_\_\_\_\_ Work TC #: \_\_\_\_\_

Email address: (please print) \_\_\_\_\_

Current CMSA Member in good standing: \_\_\_ Yes \_\_\_ No

List any involvement with CMSA, CM related, and/or other professional organizations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submit a brief biography to be used on the Ballot. Please include your name, credentials, present and past work experience, # of years as a member of CMSA, list any involvement with CMSA/CM activities, why you would like to be involved, etc. Use a separate sheet and attach as needed. (See [www.cmsali.org](http://www.cmsali.org) for examples of current board members)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am interested in the following positions: (please check one or more)

Vice President     Treasurer     Director

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Please submit your application of intent to the Nominations Committee, c/o [pastpresident@cmsali.org](mailto:pastpresident@cmsali.org) or mail to: **CMSA LI, PO Box 355, East Setauket, NY 11733 Attn. Nominating Committee**, postmarked or received **by 12/31/20.**

## **2021 Open Board Positions**

### **Vice President**

The Vice Presidents is a key member of the President's "Cabinet" and as such serves as a member of the Executive Committee and assists the President in the performance of his/her duties.

**Term of Office:** Two Years

### **Duties, Responsibility and Authority:**

Serves as member of the Board of Directors and Executive Committee.

Serves as chair or appointed member, nonvoting ex-officio member or oversight member to other Chapter committees as assigned by the President.

Works closely with the Chair of the Chapter Presidents' Council to represent the Chapter to all chapters.

Performs such other duties and assumes such responsibilities as may be assigned by the President or Board of Directors.

The Vice President shall perform the duties of the President in the event of the President's inability to serve and the Vice President shall have such other duties as may be delegated by the Board of Directors

**The Vice President shall serve as President-elect and shall succeed to the presidency in accordance with the chapter bylaws Article VII, Section 8, Officers.**

### **Treasurer**

The Treasurer is a key member of the President's "Cabinet", and as such serves as a member of the Executive Committee and assists the President in the performance of his/her duties. Ensures the integrity of the fiscal affairs of the Association.

**Term of Office:** Two Years

### **Duties, Responsibilities and Authority:**

- ◆ Serves as member of the Executive Committee.
- ◆ In conjunction with management staff, ensures that the Chapter maintains accurate financial records.
- ◆ In conjunction with management staff, reviews Chapter expenditures and financial status on a regular basis to ensure overall fiscal integrity.
- ◆ Ensures that regular financial reports are submitted to the Board of Directors and Executive Committee and presents an annual financial report to the membership.

- ◆ Submits the financial accounts of the Chapter to an annual independent audit.
- ◆ Performs other duties assigned by the President or Board of Directors, which may include serving as chair or member of other committees.

**Director:**

The effective Director will be knowledgeable of the affairs and activities of the Chapter and will recognize the fiscal and legal responsibilities of the Board and individual Directors. The Director views the development and approval of sound short-range and long-range objectives as one of the most important policy decisions he/she will be called upon to make.

**Term of Office:** Three Years

**Role and Responsibilities:**

Represent the interest of the membership at large, regardless of the segment of the membership from which you may come or of your own point of view.

Determine members need and want, and to bring such matters to the attention of the full Board, after discussing with the President and Executive Director.

Strive to build a stronger Chapter, which reflects the current and future needs of the members and the profession.

Perform other duties as directed by the President and Board Members.

Expected to head one of the Chapter Committees (Conference Committee, Website Committee, Public Policy, Membership Committee, and/or Nomination Committee).