NOMINATION FORM FOR THE POSITION OF SECRETARY

DEADLINE FOR NOMINATION IS NOVEMBER 1, 2019.

Name of Nominee: ____________________________

Nominee’s Address: ________________________________

Cell Phone No.: ____________________ Home Phone No.: ____________________

Email Address: ________________________________

Local Association: ________________________________

Has this person served in an elective office within his/her local association? □ Yes □ No

If yes, please list at least one:

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<th>Position Held</th>
<th>Dates of Service</th>
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Is this nominee aware of this nomination? □ Yes □ No

Does the nominee have adequate time available to actively serve? □ Yes □ No

Please summarize why the nominee would make a good candidate for this position:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Name of MRSPA member or local association making this nomination: _________________________

Return form by US Mail or Email before November 1, 2019 to:
MRSPA Nominating Committee  8379 Piney Orchard Parkway, Suite A  Odenton, MD 21113
mrspa@mrspa.org
SECRETARY
QUALIFICATIONS, TERMS OF OFFICE AND DUTIES
(ACCORDING TO THE MRSPA BYLAWS)

ARTICLE VI – OFFICERS
Section 2. Qualifications
a. Officers shall be active members of both the Maryland Retired School Personnel Association and their local organization/association.
b. Officers shall have served as an elected officer or as a committee chair of a local association.
c. Officers shall have served the Maryland Retired School Personnel Association as committee chair, committee member, or member of the Board of Directors.

Section 3. Terms
   c. The term of office of the Secretary shall be for one year and may not exceed three consecutive years.

Section 4. Duties of the Officers
   e. The Secretary
      Shall take the minutes and maintain a full record of all business transacted at regular and special meetings, meetings of the Board of Directors and the Executive Committee.

*Candidates for secretary should be able to use Microsoft Word and be familiar with email and sending Word documents as attachments via email.