# NOMINATION FORM FOR THE POSITION OF SECRETARY

DEADLINE FOR NOMINATION IS NOVEMBER 3, 2021

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:

Position Held Dates of Service

|  |  |  |
| --- | --- | --- |
| 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 3, 2021 to:

MRSPA Nominating Committee, 8379 Piney Orchard Parkway, Suite A, Odenton, MD 21113 [mrspa@mrspa.org](mailto:mrspa@mrspa.org)

**SECRETARY**

QUALIFICATIONS, TERMS OF OFFICE AND DUTIES (ACCORDING TO THE MRSPA BYLAWS)

# ARTICLE VI – OFFICERS

**Section 2.** *Qualifications*

1. Officers shall be active members of both the Maryland Retired School Personnel Association and their local organization/association.
2. Officers shall have served as an elected officer or as a committee chair of a local association.
3. 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.