

Section 10. Chair of the Elections Committee

General Responsibilities:

He or she shall:

- ◆ Be responsible for conducting all elections of the NDAPA.
- ◆ Prepare a slate of candidates to fill positions on the Board of Directors and AAPA House of Delegates.
- ◆ Ensure that eligibility requirements are met for candidates declaring for any office.
- ◆ Supervise and be responsible for the preparation, printing, distribution, collection and tabulation of all ballots. A committee report shall be prepared and published informing the membership of election results.
- ◆ Provide leadership to the committee.
- ◆ Write articles for the NDAPA's newsletter, *The Review*, regarding upcoming elections and call for candidates.
- ◆ Submit written reports at least two weeks prior to each Board of Directors meeting.
- ◆ Make policy recommendations to the Board of Directors when appropriate.

Committee Responsibilities:

He or she shall:

- ◆ After reviewing the charges from the Board of Directors for the year, prepare a yearly committee budget to be approved by the Board of Directors.
- ◆ Report back to the committee the decisions of the board that may affect the committee's work or activities.
- ◆ Provide leadership to the committee.
- ◆ Provide oversight of committee functions.
- ◆ Appoint committee members.
- ◆ Solicit new volunteers to serve on the committee.

Attendance Responsibilities:

He or she shall:

- ◆ Attend and facilitate all committee meetings.
- ◆ Miss no more than one Board of Directors meeting.
- ◆ Attend Leadership Retreat/Strategic Planning Session.

This position will require approximately 1-3 hours a month with an increase in the weeks prior/during/following an upcoming election. Skills/experience needed to successfully serve in this position include the following:

- ◆ *Interest in election process*
- ◆ *Prior committee member experience (recommended)*
- ◆ *Communication Skills*
- ◆ *Diplomacy Skills*
- ◆ *Leadership Skills*
- ◆ *Administrative Skills*