

AEOE

Association of Educational Office Employees
P.O Box 227186
323-725-7266

CALL FOR LEADERSHIP 2017-2018

June 15, 2017

AEOE is actively seeking members to nominate for their Board of Directors. Board service is a chance to grow personally and professionally and make lasting connections with a team of other motivated LAUSD school and office professionals.

The Elections Committee requests that you consider the following offices that will appear on the ballot:

- PRESIDENT ELECT (one-year term) ***must be current board member for 2 years***
- FIRST VICE PRESIDENT (two-year term)
- SECRETARY (two-year term)
- MEMBER-AT-LARGE (two-year term)

To serve as an officer in AEOE, a candidate must be a member in good standing and possess the skills required to perform the duties of the office for which she/he is nominated. Board position descriptions are attached.

Timeline

- The **Statement of Candidate** must be returned/postmarked by June 29, 2017.
- The ballots will be mailed separately on 7/6/17 and must be returned to the AEOE office and postmarked by August 1, 2017.
- Ballots will be opened, counted, and results will be announced at the August board meeting.
- The elected officers will be installed at the Annual Business Meeting on September 16, 2017.

If you need additional information, please contact:

Maria Gonzalez, President, at gonzalezmariasara3@gmail.com or Rosemary Duff, Nomination Chairman, at rosemary.duff1@gmail.com.

If more forms are needed, please duplicate or visit our website at www.aeoe-laUSD.org.

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ELIGIBILITY AND DUTIES OF ELECTED OFFICERS – 2017-2018

President Elect (one-year term)

A candidate must be serving as an active member of the Board of Directors at the time of nomination. The President Elect shall perform the duties assigned by the President with the approval of the Board of Directors and shall preside in the absence of the President. The President Elect shall succeed the President. The President Elect, if available, may be the person designated by the President to attend meetings when Association representation is required or is desirable and the President cannot attend. The President Elect shall inform the President and Board of Directors of the proceedings of such meetings. The President Elect shall be responsible for the newsletter and other publications as determined by the Board of Directors. Upon approval from the board, the President Elect may designate an Editor. All articles must be proofread and approved by the President and President Elect.

First Vice President (two-year term)

The First Vice President is responsible for district-wide special events, AEOE Installation, Award Luncheon, workshops and socials. The First Vice President may appoint, with board approval, a committee for each of the responsibilities.

Secretary (two-year term)

The Secretary shall establish a procedure to provide and maintain accurate records of proceedings of the Association with the approval of the Board of Directors. A tape recorder may be use as a backup to support proceedings only. The transcribed notes must be submitted to the President within two (2) weeks after each proceeding. The president has one (1) week to proof and forward to the Office Manager who will send out a draft to all board members. Minutes will be presented at the next regular board meeting for acceptance.

Member(s)-at-Large

Member(s)-at-Large shall act as liaison between Officers and Committees in order to further the objectives and goals of the Association.

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STATEMENT OF CANDIDATE

Deadline: June 29, 2017

| | | |
|--|---|--|
| <input type="checkbox"/> President Elect * *Must be current Board Member | <input type="checkbox"/> 1st Vice President | <input type="checkbox"/> Secretary <input type="checkbox"/> Member-at-Large |
|--|---|--|

Candidate's Name: _____

Office/School location: _____ Employee No.: _____

LAUSD Current Position: _____ Work Email: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Work Phone: _____ Cell phone: _____

If needed, please use additional paper if this sheet is not sufficient

Candidate has been a member of AEOE for _____ years

Qualifications/Goals/Objectives:

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I have read and understand the position responsibilities.

Signature of Candidate

Date

Upon receipt of this statement, the Nominations/Elections Committee will screen the candidate to ensure that all requirements are met according to AEOE bylaws. The final nominations will be listed on the BALLOT for submission to the AEOE membership.

Please complete and return this form by June 29, 2017:

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P.O. Box 227186

5710 E. Beverly Blvd.

Los Angeles, CA 90022