

AEOE

Association of Educational Office Employees
5710 East Beverly Blvd., Los Angeles, California 90022
323-725-7266 FAX 323-725-6266

CALL FOR LEADERSHIP 2023-2024

May 26, 2023

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 **each current AEOE member** consider the following offices that will appear on the ballot:

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

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 16, 2023
- The ballots will be mailed separately on June 23, 2023 and must be returned to the AEOE office and postmarked by July 14, 2023.
- Ballots counted and results will be announced at the August 6th board meeting.
- The elected officers will be installed at the Annual Business Meeting on September 9, 2023.

If you need additional information, please contact:

The AEOE office directly at office.manager@aeoe-laUSD.org or office phone number 323-725-7266.

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 – 2023-2024

President (one-year term)

A candidate must be serving as an active member of the Board of Directors at the time of nomination.

- The President shall preside at regular Board of Directors meetings, Executive committee meetings, and at the Annual Business meeting of the Association. The President may call a special meeting of the Board of Directors and the Executive Committee. The President shall exercise general supervision over all phases of Association activities and business.
- The President, with the approval of the Board of Directors, shall appoint a Parliamentarian and a Historian.
- The President, with the approval of the Board of Directors, shall appoint ad hoc committees as deemed necessary.
- The President, or the President's designated representative, shall attend all meetings when Association representation is required or is desirable and shall inform the Board of Directors of the proceedings of such meetings.
- The President shall be ex-officio member of all committees with the exception of the Nominating Committee.

First Vice President (two-year term)

- The First Vice President shall be responsible for districtwide special events, AEOE Installation, Awards Luncheon, Workshops, and Socials.
- The First Vice President for each of the responsibilities may appoint, with board approval a chairman and committee for events.

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 used as a backup to support of 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 to forward to the office manager who will send out a draft copy to all board members. Minutes will be presented at the next regular board meeting for acceptance.