



# AMERICAN ACADEMY OF CERTIFIED PUBLIC MANAGERS®

## 2010 OFFICER NOMINATION FORM

### INSTRUCTIONS:

1. Please complete all sections of the Nomination Form. Incomplete submittals will NOT be accepted.
2. Any member of the Academy may nominate a Fellow that is in good standing with both their Society and the Academy. Self-nominations are also acceptable.
3. The nominator is responsible for ensuring that all six sections of the form (pages 1 & 2) are fully and accurately completed.
4. Fully completed nomination forms (pages 1 & 2) and Candidate Bio must be **received** by the Committee Chair at the address below no later than **TUESDAY, JUNE 30, 2009** to be considered.

They may be mailed to:

**Greg Hyland, CPM**  
**Director, Communications & Public Affairs**  
**City of Yuma**  
**One City Plaza – Post Office Box 13014**  
**Yuma, Arizona 85366-3014**

Contact Information: Phone – 928.373.5023 or E-Mail – Greg.Hyland@YumaAz.gov / gdhyland@yahoo.com

### SECTION I: NOMINEE DATA

Name of Nominee: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/St/Zip: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

### SECTION II: NOMINATED OFFICE

Check the specific office for which the person listed in Section I is nominated:

- President-Elect       Secretary       Member-at-Large for Member Affairs

Just a reminder, Secretary and Member-at-Large are for two-year terms; the Office of President Elect is for a seven-year commitment.

### SECTION III: NOMINATOR DATA

Name of Nominator: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/St/Zip: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_



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### SECTION IV: NOMINEE'S BIOGRAPHICAL DATA

A biographical sheet (including Society and AACPM activities, civic and community activities, job responsibilities and accomplishments, etc.) must be included with this form. Bio may not exceed ½-page, single-space, font size Arial 10.

### SECTION V: NOMINEE CERTIFICATION

The Nominee must read and sign the certification below:

This is to certify that I am aware of the duties and responsibilities of the office for which I am nominated, that I am willing to serve, and that the biographical information attached to this nomination is true and correct.

\_\_\_\_\_  
Signature of Nominee

\_\_\_\_\_  
Date

### SECTION VI: SOCIETY CERTIFICATION OF NOMINEE

The Society President or designated Society Officer must read and sign the certification below:

This is to certify that the nominee listed on this nomination form is a Fellow in good standing in our Society and in the American Academy of Certified Public Managers®.

\_\_\_\_\_  
Signature of Society Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Officer



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### Duties and Responsibilities of Academy Officers

#### President-Elect:

The President-Elect shall succeed to the office of President upon January 1 of the year for which they were elected or upon a vacancy in the office of President; chair the Finance and the Conference Committees; and perform other duties as directed by the President. More specifically, these duties include, but are not limited to:

- a) Perform the duties of the President in the President's absence or inability to serve;
- b) Develop, with members of the Finance Committee, the Academy's annual proposed budget for their term of office and prepare a written report for presentation at the House of Delegates meeting;
- c) Ensure that the budget, which is prepared on a calendar-year basis, provides for the continuation of current programs as well as for the projects and programs they will pursue as the upcoming President;
- d) Ensure that the findings and recommendations from the audit presented through the Finance Committee are resolved through actions by the Board or the House of Delegates.
- e) Serves as liaison to the standing and special committees and serves as ex-officio, without vote, on all committees of which they are not a specific member;
- f) Serves as Chair of the Finance Committee, details of which can be found in SOP 11.30;
- g) Serves as Chair of the Conference Committee, details of which are found in SOP 11.70;
- h) Assist President and Past-President as requested in mentoring new Societies and developing their affiliation with the Academy;
- i) Act as secondary contact between the Academy and the Consortium;
- j) Develop projects or programs that they will recommend and implement during their term as Academy President;
- k) Implement the Orientation Program, along with the Committee members, at the Annual Conference; and
- l) Deliver to the incoming President-Elect all files, papers and other property belonging to the Academy, immediately upon retiring from office.

**Term:** The term of office of the President-Elect is one year, but election to the position of President-Elect begins a seven-year commitment. Three years will be spent on the Board of Directors, first as President-Elect, then as President, and finally as Past President. For the following four years, as a Past President, they will serve as a member of the House of Delegates.

It is strongly recommended that candidates for the Office of President-Elect have at least two (2) years experience serving in a leadership position either as a member of the Academy Board, as the Chair of an Academy Committee, or as President of a State Society, or Chapter. However, lack of such expertise will not preclude any Academy member in good standing from seeking election to the position of President-Elect.



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## 2010 OFFICER NOMINATION FORM, PAGE 4

### Duties and Responsibilities of Academy Officers, continued

#### Secretary:

The Secretary shall record the minutes of all meetings of the Board of Directors and the Academy; serve as custodian of the Constitution and Bylaws, records and files of the Academy; initiate contact with the Board, Society Presidents, and Society Delegates as required; and perform other duties as directed by the President.

More specifically, these duties include, but are not limited to:

- a) Maintain all files, both permanent and year-specific;
- b) Record minutes of all business meetings (conference calls, Board, House of Delegates [augmented via audiotape], e-meetings, etc.);
- c) Submit draft minutes to Board within 30 days; edit requested changes; provide final copy at next Board meeting for signature by President and Secretary;
- d) Summarize highlights of meetings for newsletters;
- e) Receives reports on prior year activities from Society Presidents for House of Delegates meeting;
- f) Requests and receives all committee reports for both the House of Delegates meeting and the Board meeting (reports for HOD are forwarded to the MAL for Conferences & Communications);
- g) Incorporate approved changes into official Constitution & Bylaws; distribute as directed;
- h) Conduct roll call of delegates at start of House of Delegates meeting; and
- i) Deliver to incoming Secretary all files, papers, and other property belonging to the Academy by January 31 following the end of their term.

Term: The Secretary serves a two-year term and may seek re-election to office.

#### Member at Large for Member Affairs:

The Member-at-Large for Member Affairs shall perform duties directly related to the Academy membership and shall act as an advocate for the membership. This position will be the point of Board contact with most of the membership and shall perform these and other duties as assigned by the President.

More specifically, these duties include, but are not limited to:

- a) Update the Standard Operating Procedures manual, as needed, and distribute changes as directed;
- b) Work with the Treasurer in producing the Membership Directory and cause it to be made available to the membership;
- c) Create the new membership certificates and mail them along with any new member materials created by the Academy;
- d) Assist the President in communicating with each Society to determine how best to assist them; and
- e) Work with the Past-President in mentoring new Societies.

Term: The Member-at-Large for Member Affairs serves a two-year term and can seek re-election.