ASTD 2013 Board Nominations and Elections

1. Board Positions for Next Year
	1. According to our by-laws,
		1. Not less than 5 individuals elected from among chapter members in good standing
		2. The Board of Directors shall continue in office until successors are duly installed
		3. Members of the Board of Directors shall be President, President-Elect, Past President**,** Director of Finance/Treasurer, and other Directors as determined by the Board of Directors and these bylaws.
		4. All Directors will have position descriptions approved by the Board, listing the duties and responsibilities of each position. Position descriptions will be made available to chapter members and potential Board members at least 30 days prior to scheduled elections
		5. Board members shall be elected to serve terms of one year beginning January 1st and ending December 31st of the same year. Board members may stand for re-election to the same board position for no more than two consecutive terms.
	2. The board identified the following positions on the board for next year:
		1. President
			* As the Chief Executive Officer of the chapter, the President is responsible for managing the chapter in accordance with these Bylaws and the laws of the Commonwealth of Massachusetts.The President presides at, and sets the agenda for, meetings of the Board of Directors and membership meetings, except as noted in Article VII of these bylaws; and oversees the management of the chapter.
		2. Past president
		3. Finance/Treasurer
			* The Treasurer/Director of Finance shall report on the financial condition of the chapter at meetings of the Board and at other times when called upon by the president.
		4. President elect
			* The President-Elect acts for the President in the President's absence. The President-Elect serves as the chair of the Nominating Committee and facilitates planning in preparation for term as President. The President-Elect performs other duties as requested by the President
		5. Membership
		6. Programs
		7. Communications
		8. Technology
		9. At Large
		10. Marketing
			* Sponsorship
			* Social Media
		11. Jobs

Nominating Committee

1. By-laws
	1. The Nominating Committee will have no fewer than 5 members, and will include the President-Elect, the Past President, and 3 chapter members in good standing not currently serving in elected positions.
	2. The Nominating Committee will seek the input of the Board of Directors and will present a slate of qualified candidates to the membership at least45 calendar days prior to the end of the current Board terms.
	3. Committee Membership:
* Chair: TBD
* President-Elect: TBD, since we don’t have a Pres-elect, we’ll use a senior board member in this role
* Past-President: Patrick O’Malley
* Chapter Member 1: TBD
* Chapter Member 2: TBD
* Chapter Member 3: TBD
* Chapter Member 4: TBD

Ballot

- President - Nancy

- Past President - Diane

- President Elect - VACANT

- VP Finance – VACANT

- VP Membership – VACANT

- VP Programs - Karen Appointed

- VP Communication – VACANT

- VP Technology - VACANT

- VP At Large- VACANT

- VP Marketing (oversees Social Media and Sponsorship) – may Appoint Mike

- Director of Social Media - VACANT

- \*Director of Sponsorship - VACANT

- VP Jobs – Krysta Appointed

\*Need to write job description for this position

Deliverables Timeline:

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| --- | --- | --- |
| **Date** | **Task(s)** | **Time commitment per person on Nominating Committee** |
| September 3, 2012 | Formation and Kickoff of Nominating committee of at least 5 people (kickoff meeting Sept 7) | 1 hour meeting |
| September 10, 2012 | Nominating Committee begins updating Job Descriptions, identifying ballot openings and qualified candidates | 2- 4 hours of meetings & other work |
| October 5, 2012 | Nominating Committee completes updating Job Descriptions, finalizing ballot and candidate list | 1 hour meeting |
| Mid October | Nominating Committee presents and Board Approves the ballot and job description for each board position  | 3 hour meeting |
| Mid October | Immediately following October board meeting: Job Descriptions and ballot published to members | 1 hour for only 1 person |
| November | Recruit for open positions, prepare election process and member communication | 2-4 hours of meetings & other work |
| December 1-15 | Elections conducted | 1 hour for only 1 person to launch online |
| December 17, 2012 | New Board Announced to members | 1 hour for only 1 person |