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| **R** | ***Rutgers University******Graduate School of Education******Alumni Association*** |

***Call for Nominations Now Open***

***Are you ready to lead?***

The call for nominations for the following positions is open until May 1, 2021:

President

First Vice President

Second Vice President

Secretary

Treasurer

All applicants, including self-nominations

* must be an active member of the GSEAA. Active participation includes, but is not exclusive to, GSEAA committee participation, attendance at GSEAA meetings and events.
* shall have completed the [Nomination Application](file:///C%3A%5CUsers%5CMarilyn%5CDocuments%5CGSEAA), inclusive of a current CV or resume, and given permission for their name to be submitted for consideration. Only one nomination per person per office is necessary.

All elected officers shall serve for a two year term commencing July 1, 2021

Completed application packets should be submitted electronically to the GSEAA at gseaaru@gmail.com no later than May 1, 2021. Please note “Nominations Committee” in the subject/memo line.

As per the GSEAA Bylaws the duties of Elected Officers include:

 ***President*** shall be the chief executive officer and preside at all meetings of the GSEAA. The President shall serve as ex-officio member of all committees except the Nominations Committee. The President shall maintain an appropriate record of his/her year to be presented to the Board at the annual meeting in June. The President shall appoint standing and ad hoc committee chairs; and represent the GSEAA at meetings, conferences, and other Rutgers events.

 ***First Vice President*** shall preside in the absence of the President; have joint responsibility for overseeing program planning with the Second Vice President; and perform such other duties as may be assigned by the President.

 ***Second Vice President*** shall assume the duties and responsibilities of the First Vice President in the event an absence should occur. The Second Vice President shall have joint responsibility for overseeing program planning with the First Vice President and perform any other duties assigned by the President.

 ***Secretary*** shall keep a formal record of the proceedings of all Board meetings; coordinate Board meeting arrangements; and carry on correspondence as needed.

  ***Treasurer*** shall have charge of the finances under the direction of the Executive Board; keep accurate accounts of all receipts and disbursements; prepare materials for the development of the budget by the Finance Committee; prepare and present to the Audit Committee the GSEAA's accounts; and make reports at regular meetings of the Executive Board.