



AZAEP Call for Board Officer Nominations

The Arizona Association of Environmental Professionals board is comprised of 7 members: 4 officers and 3 at-large members. Their 2 – year terms are staggered to provide for continuity. The 4 officer terms end on June 30, 2018. AZAEP is seeking nominations, including self nominations to serve on the board for the July 2018 – June 2020 term as President, Vice President, Secretary, and Treasurer.

Nominations are requested by June 15th, elections will be held by email and at the June 26th Monthly Meeting. The positions are volunteer with no financial compensation. The successful candidates must be or become AZAEP members upon taking office.

Below are descriptions and duties for those positions.

PRESIDENT

- The President of AZAEP shall have responsibility for the general supervision and operation of the CHAPTER.
- Running Board Meetings
- Running General Monthly Meetings
- Setting up for meetings
- Coordinate with meeting location and setting menu
- Act as a Chapter Representative during Chapter Conference Calls
- Act as a Chapter Representative during National Board meetings
- Act as local contact for NAEP
- "Face of AZAEP"

Time Commitment: Roughly 10-15 hours/month

VICE-PRESIDENT

- The Vice-President of AZAEP shall assist with the operation of the CHAPTER.
- Attending and facilitating Board Meetings in the absence of the President
- Attending and facilitating General Monthly Meetings in the absence of the President
- Oversee committees
- Coordinate with fundraising activities

Time Commitment: Roughly 10-12 hours/month

SECRETARY POSITION:

- Develop Agendas for the monthly membership meeting and monthly Board meeting.
- E-mail agenda to the President for review, comment or revision.
- Participate and record meeting minutes for both membership and Board meetings.
- Transcribe meeting minutes for both membership and Board meetings.
- Distribute meeting minutes
- Maintain membership lists and reminders for dues collection

Total hours per month are approximately 12 hours. This does not include travel time to or from monthly membership meetings or other functions.

TREASURER POSITION:

- Collect all funds and provide receipts at meetings and general accounting
- Deposit funds and dues payments into AZAEP account
- Attend and participate in both membership and Board meetings.
- Collect mail at PO Box (depending on location, current PO Box is in Tucson)
- Reading and Responding to emails from the Board
- Generate Year end report and file non-profit Tax Return (post card return)

Total hours per month are approximately 12 hours plus another 3 hours for end of year closing.

Please submit nominations (1 to 3 paragraph descriptions of your qualifications and interest in serving on the board) to AZAEP@azaep.org by no later than noon, Friday June 15, 2018.