

Central Region Election of Officers

Regional Officers:

Bryan K. Skipper
Regional Director

Joellen Davis
Assistant Director

Sylvia Allen
Secretary

Pat Brady
Treasurer

Robert Jones
Financial Secretary

Joe Brady
Vendor Liaison

To: NAARVA Central Region Members

From: Central Region Nomination Committee

Date: January 15, 2022

Re: 2022-2024 Central Region Election of Officers

It is time for the election of Central Region officers. If you are interested in running for an office, please complete the nomination form and E-mail it along with a brief biography to the nomination committee.

The Nomination Form and the biography should be sent by March 31, 2022 to mjmullins@fuse.net

The following officer positions are available for nomination:

- Director
- Assistant Director
- Secretary
- Financial Secretary
- Treasurer

It is anticipated that ballots will be sent out to the members by April 7, 2022. The ballots are to be returned to the Nomination/Election team by May 7, 2022.

John Mullins, Chairperson



Central Region Elected Officers

Duties and Responsibilities

A. DIRECTOR

The Director shall: Preside at all Central Region Executive Board meetings; preside at the Regional Rally meeting; appoint all persons and committees for the Region; approve all vouchers associated with Region expenditures; review monthly all financial records of the Region; and carry out the duties usually performed by the Office of the Director. He/she shall not hold membership in the same chapter as the Assistant Director, nor be the spouse of another Central Region Elected Officer.

B. ASSISTANT DIRECTOR

The Assistant Director shall: Assume the Office of the Region Director in the event of death, resignation, or removal from office; preside at all Region meetings in the absence, inability to perform duties, or incapacity of the Director; serve as the chairperson of the Constitution and Bylaws committee; and serve on the Central Region Membership committee, reporting quarterly the results of the Membership committee to the Executive Board. He/she shall not hold membership in the same chapter as the Director, nor be the spouse of another Central Region Elected Officer.

C. SECRETARY

The Secretary shall: Keep a list of all members of the Executive Board; keep an updated list of current members of the Region; keep in permanent form a complete and accurate record of all organizational meetings at the Regional level; prepare and distribute minutes of the Central Region meetings to the Executive Board and Chapter Presidents within 30 days; prepare and read the minutes to the membership at the Regional Camp Rally meeting; distribute pertinent information on a timely basis to the Chapter Presidents when requested; and carry on any other administrative tasks requested by the Director. He/she shall not be the spouse of another Central Region Elected Officer.

D. FINANCIAL SECRETARY

The Financial Secretary shall: receive and record all funds due to the Region from all sources; deposit all funds within 48 business hours of receipt in the designated regional bank; send a receipt of all deposits to the Treasurer within 48 hours; review the financial records of the Region on a monthly basis; receive vouchers from the Director for the payment of bills, record same and forward copies of the vouchers for payment to the Treasurer; and prepare, copy, and present financial reports to the membership at the Central Region Camp Rally meeting. He/she shall be bonded to the organization, by a reputable surety company, for the faithful performance of his/her duties. He/she shall not be the spouse of another Central Region Elected Officer.

E. TREASURER

The Treasurer shall: Disburse funds by check and only upon approval and signature of the Director; keep accurate and correct account of all money received and disbursed and report data to the Regional Executive Board at least semi-annually; keep accurate account of all disbursements, corresponding dates, amounts and purposes; review the financial records of the Region and distribute monthly an updated CDM database to the Financial Secretary; create and maintain the budget for the Region, and provide a quarterly status report to the Central Region Executive Board; and prepare, copy and present financial reports to the membership at the Regional Camp Rally meeting. If requested, present for examination the financial books, papers, etc., that are necessary for the proper auditing of all accounts. He/she shall be bonded to the organization by a reputable surety company, for the faithful performance of his/her duties. He/she shall not be the spouse of another Central Region Elected Officer.

Nomination Form for Central Region Office for 2022/2024

Please include your demographic information below along with the biographical data submitted.

NAME _____ NAARVA #94- _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE(____) _____ E-MAIL _____

LOCAL CHAPTER OR CLUB _____

POSITION DESIRED _____

Please refer to the attached Central Region officer's duties and responsibilities

Please attach your biographical qualifications data to this page.

Guidelines for filing a Nomination Form for an Office in NAARVA-Central Region

A member desiring to be elected to an office in NAARVA-Central Region may place his/her name in nomination, or, may have his/her name placed in nomination by another active NAARVA-Central Region member who is in good standing.

In order to be considered a candidate for an office in NAARVA-Central Region, the applicant must adhere to the following:

- a. Be an active member of NAARVA, in good standing.
- b. Be a current member in good standing in a chapter in the Central Region.
- c. Be a NAARVA member for at least one (1) year.

d. Submit a brief biography and a summary of your qualifications for the office you are seeking. The biography and summary of your qualifications should be a maximum of one typed page.

e. All information should be completed and received no later than March 31, 2022.

Submit to:

John and Mary Mullins at: mjmullins@fuse.net