

I hope everyone is having a great school year so far. It is nominations time and there are three positions open within ASAP-NJ (Vice President, Treasurer, Parliamentarian). Here is the information for the positions. Please let me know if you are interested. Please let me know if you are interested in any of these positions by November 18th.

Co- Vice Presidents

- Develop Newsletter
- Support & promote ASAP goals
- Maintain community contacts
- Attend external meetings as deemed appropriate
- Submit written monthly report at Exec Committee meetings
- Maintains organized materials for transfer & reference
- Act as liaison to regional and standing committees
- Participate as a member of ad-hoc committees

Section IV. Powers and Duties of the Vice Presidents the Vice-Presidents shall be a member of the Executive Board with such powers and duties as may be assigned to this office by the Association or President. Upon absence or incapacity of the President, the most senior Vice-President shall have and exercise all the powers of the President until a new election can be arranged. The Vice-Presidents shall coordinate the production and distribution of the internal and/or external newsletter, scholarships, and submit a yearly budget to the Executive Committee for approval at the October meeting.

Treasurer

- Deposits check sin ASAP-NJ account;
- Submits written monthly report at Exec Committee meeting;
- Collects receipts for reimbursement;
- Reconcile bank statements;
- Send out IRS forms to contracted speakers. Collect & report on 1099 forms IRS-April of each year and file tax return;
- Make monthly register reports for Executive Committee meetings;
- Acts as a permanent member of the membership committee;
- Annual Conference-Oversight of all accounting;
- Act as permanent member of the Conference Committee;
- Works with regions on development of a regional budget;
- Attend Ad-hoc committee meetings;
- Maintains organized materials for transfer & reference;
- Yearly-Dept of Treasury Annual Report;
- CEU status;
- Insurance;
- Other Pursuits:

- Develop expense forms Attend functions on behalf of ASAP-NJ o Present at conferences Write articles for newsletter.

Section VI. Powers and Duties of the Treasurer

The Treasurer shall be the Chief Fiscal Officer of the Association. The Treasurer shall be a member of the Executive Board and shall have other such powers and duties as may be assigned to this office by the President. The Treasurer shall oversee the custody of the Association funds, the receipt and deposit of all monies of the Association in such depositories as shall be authorized by the Executive Committee and disbursement mechanisms as shall be authorized by the Executive Committee. The Treasurer shall also keep or cause to be kept, full and accurate accounts of said receipts and disbursements in the Association books and shall furnish the Executive Committee with monthly reports of such transactions. The Treasurer shall cooperate with an annual independent audit, initiated by the Executive Board and is responsible for submitting a yearly budget to the Executive Committee for approval at the November meeting.

- Shall research and develop the ASAP-NJ history, as directed by the Executive Board
- Shall compile and maintain a historical database of:
 - The establishment of ASAP-NJ
 - The “original 69”
 - Past presidents
 - Past executive boards
 - Award recipients
 - Shall facilitate the storage and retention of ASAP-NJ awards and leadership records
 - Shall solicit nominations for the Mulhern, “Friend of a SAC” and “Unsung Hero” Awards
 - Shall coordinate the annual awards ceremony at the ASAP-NJ conference
 - Shall set nomination deadlines, coordinate and organize dates for the Selection Committee to meet to select winners
 - Shall order the appropriate certificates or plaques and present them at the annual awards ceremony
 - Shall solicit members to be on the committee to assist with responsibilities
 - 1st Vice President shall oversee the committee

Parliamentarian

- Attend monthly Executive Committee meetings;
- Submits written monthly report at Exec Committee meeting;
- Act as timekeeper & monitor productive flow of Exec Committee meetings;
- Insure adherence to Roberts Rules of Order & Association By-Laws;
- Make changes to By-Laws which are approved by the Executive Committee;

- Acts as liaison to consultant responsible for website development;
- Maintains organized materials for transfer & reference.

Section VII. Powers and Duties of the Parliamentarian

The Parliamentarian will monitor the Association's adherence to Roberts Rules of Order and the Association By-laws in the conduct of all business. On an annual basis the Executive Committee shall review the organizations By-laws and make recommendations for revision to the Parliamentarian. The Parliamentarian shall be a member of the Executive Board. The Parliamentarian shall submit a yearly budget to the Executive Committee for approval at the October meeting.

This is a great way to get involved and collaborate with SACS statewide.

Please email me at GrabelskyJ@northernhighlands.org if you are interested

Sincerely,

Jason Grabelsky

Nominations Chair