

# **2010-2011 Board Nominations and Elections**

**LEADERSHIP • DEVELOPMENT • TRAINING**

**SACRAMENTO**

Dear Members and Friends of NLBWA,

The National Latina Business Women Association of Sacramento is pleased to share its exciting plans for the 2010-2011 year.

The board of NLBWA is seeking professionals, entrepreneurs and executives to join our board of directors. The mission of the National Latina Business Women's Association is to encourage Latinas to develop their business and professional goals through education, business referrals and networking.

We are looking for individuals that believe in this same ideal to help us continue to develop a strong organization in our community.

The new board of directors will be working hard to bring NLBWA to the next level through hosting a series of workshops and events that will feature a host of dynamic speakers, business professionals and industry experts, sharing information and trends on myriad topics of interest to business owners and professionals.

We invite you to consider joining the board of this fast-growing and emerging facet of California's rich and diverse ethnic base or encourage others by submitting nominations for NLBWA's board of directors.

The nominations and elections timeline is as follows:

All nominations must be submitted to the current board of directors via email by Monday August 2, 2010. 5pm.

Please submit nominations to [gloriamirazo@gmail.com](mailto:gloriamirazo@gmail.com)

You will receive confirmation by email when your nomination is received for consideration.

All nominations will be reviewed by the current board on Wednesday, August, 4<sup>th</sup>. In the event that there is an uncontested slate, the board will ratify the nominations and a slate will be sent out to the current membership for approval. In the event that there are multiple nominations for one officer position, the election date will be set by the board.

Nominees must be current members in good standing at the time of the board meeting on Wednesday, August, 4<sup>th</sup> 2010. Attachment of a current resume is desirable but not required.

You can see information regarding the duties of officers and board members on our website [www.nlbwa-sac.com](http://www.nlbwa-sac.com).

Thank you for your consideration.

Sincerely,

**Gloria Mirazo  
President  
NLBWA Sacramento**

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## DUTIES OF OFFICERS

**President-Elect**- In absence or disability of the President, the President-Elect shall perform all duties of the President, when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The President-Elect shall have such other powers and perform such other duties as from time to time may be prescribed by the Board of Directors. The President-Elect shall automatically become President upon the successful completion of the President's term.

The President Elect shall chair the Program Planning Committee. The Program Planning Committee shall develop a proposed annual program for discussion and approval at the Annual Retreat. The plan will include the proposed objectives for the year and activities to implement the plan. The Program Planning Committee will also recommend program/meeting sites and make necessary arrangements. Shall have other powers and perform such other duties that may be prescribed by the Board of Directors Recording Secretary.

**Recording Secretary** - The Recording Secretary shall keep or cause to be kept, at the principal executive office or at such other place as the Board of Directors may direct, a book of Minutes of all meetings and actions of the Directors, committees and members with the time and place of holding the regular or special meetings, and if special, how authorized, the notice given, the names of those present at such meetings and the number of members present or represented at members' meetings and the proceedings of such meetings. The Recording Secretary shall keep or cause to be kept, at the principal executive office as determined by resolution of the Board, a record of NLBWA-LA members, showing the names and addresses of all members. The Recording Secretary shall give or cause to be given notice of all meetings of the members and of the Board of Directors required by the bylaws to be given.

The Recording Secretary shall also keep all correspondence to and from NLBWA-Sac. In regards to any marking or letters from NLBWA-Sac, a draft will be first sent either via electronic mail, postal mail, or facsimile, and recorded by the secretary. The Recording Secretary will submit for approval to the Executive Board. After approval and/or changes from the Executive Board, the Recording Secretary will keep a final version and notify the sending party of approval/non-approval.

**Treasurer** - The Treasurer shall be the Chief Financial Officer of NLBWA-Sac and shall attend to the following: (a) keep and maintain or cause to be kept and maintained adequate and correct books and records of accounts of the properties and business transactions of NLBWA-Sac, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, return earnings, and other matters customarily included in financial statements. The books of account shall be open for inspection in financial statements. The books of account shall be open to inspection by any Director at all reasonable times; (b) deposit all monies and all valuables in the name and to the credit of NLBWA-Sac with such FDIC insured depositories as may be designated by the Board of Directors; (c) disburse the funds of NLBWA-Sac as may be ordered by the Board of Directors; as per Article VI below; (d) report to the President and Directors, whenever they request it, an account of all of her transactions as Chief Financial Officer and of the financial condition of NLBWA-Sac; and (e) have other powers and perform such other duties that may be prescribed by the Board of Directors. Shall provide annual report to Board of Directors and membership at large.

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## NOMINATION FORM

Please send nomination via E-mail by no later than Monday August 2, 2010 to Gloria Mirazo at [gloriamirazo@gmail.com](mailto:gloriamirazo@gmail.com)

NAME OF INDIVIDUAL SUBMITTING NOMINATION FORM

PHONE

FAX

EMAIL

### NOMINEE INFORMATION:

NAME

TITLE

COMPANY / ORGANIZATION

ADDRESS

CITY

STATE

ZIP CODE

PHONE

FAX

EMAIL

YES, I would like to nominate this candidate for consideration in NLBWA-Sacramento's Board of Directors.

- President-Elect
- Recording Secretary
- Treasurer
- Board Member

PLEASE PROVIDE A BRIEF STATEMENT AS TO WHY YOU BELIEVE THE NOMINEE WOULD BE A GOOD ADDITION TO THE BOARD OF DIRECTORS OF NLBWA-Sacramento.

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SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_