It’s that time of year again – TIME TO VOTE!

Your Chapter is again looking for faces to fill the open positions on the Executive Board. This year we will be filling the positions of Vice-President and Treasurer. It’s a very rewarding experience and remember, folks – this is YOUR chapter and it can’t run efficiently without help.

**Vice President**

The Vice President shall serve as the Regional Conference Committee coordinator and report to the President, the Awards and Scholarship Committee Chairperson, shall assume the duties of the President at meetings and events in the absence of the President, and perform such duties as assigned by the President. This board position requires a 3 year commitment; a one-year term as Vice-President from **January 1, 2017** through **December 31, 2017**, a one-year term as President from **January 1, 2018** through **December 31, 2018** and a one-year term as Immediate Past President from **January 1, 2019** through **December 31, 2019**.

**Duties and Responsibilities:**

- Shall be responsible for assisting the President in the planning, development and logistics of the annual Regional Conference.
- Shall be responsible for the development and administration of procedures, criteria and final selection of recipients for the Chapter Buyer and Manager of the Year and scholarship awards.
- Serve as an advisor to other committees, as applicable.
- Perform the duties of the President in the absence of the President.
- Accepts special assignments from President when called upon to do so.
- May be required to give updates and reports when committee chairs are absent at meetings.
- Assist newly elected Officers and Directors when needed.
- Responsible for supporting the Executive Board and for representing the Chapter in a professional manner at all times.

**Treasurer**

The Treasurer shall be responsible for the accounting of the funds for the Chapter and shall serve for a term of two years from **January 1, 2017** through **December 31, 2018**.

**Duties and Responsibilities:**

- Maintain a complete and accurate record of all Chapter receipts, expenditures and reimbursements.
- Prepare a current financial report and distribute at each Board meeting. The report shall consist of all expenditures and revenues as well as current fund balances.
- Maintain responsibility for Chapter checking account, keeping it balanced and in a secure place.
- Invoice all persons who attend workshops and meetings but still need to submit payment to the Chapter.
- Pay all Chapter invoices as needed. Prior to paying invoices, verify that payment is appropriate with President and appropriate Board member(s).
- Attend and participate in Board meetings.
- Maintain the annual budget and alert Executive Board when expenditures are inconsistent with budget goals.
- Reimburse officers and Board members for expenses. Prior to reimbursement, Treasurer shall obtain approval from President and/or Executive Board.
- Complete and file various financial and operational reports.
- Serve as ex-officio member of the Budget and Finance Committee.

Nominations will be received up through the Chapter Luncheon Meeting on Tuesday, September 13, 2016. Voting will take place during the first week of October 2016 and the new officers will be announced at the Regional Conference on October 20, 2016 and will take place via the AZ-NIGP website. You must be an active, up to date paid member as of August 31, 2016 to vote.

Interested candidates should contact Brandy Andersen at Brandy.Andersen@MesaAZ.gov or Janie Terry @ JTerry@AZCorrections.gov with any questions. The AZ-NIGP Position Nominating form is available on the chapter website.