



Dear ACNA Members,

Please consider joining ACNA's leadership team! Being an ACNA Board member is a great way to support your organization and connect with great colleagues and mentors. Please read about the tremendous opportunities for leadership in ACNA and the key dates below.

- **President-Elect**

- The President-Elect will serve a two-year term, at the end of which, the President-Elect will become President. The Presidential term is two years, at the end of which the President will become the Immediate Past President.
- The President-Elect assumes all duties of the President in the absence or resignation of the President, and performs such duties as the President may direct; and
- The President-Elect will also serve as a member of the Program Committee to plan and coordinate all ACNA programs and related activities.

- **Secretary:**

- The Secretary serves a two-year term.
- The responsibilities of the Secretary include the following:
 - Writes/sends all official ACNA correspondence;
 - Collaborates with the Parliamentarian to ensure that the protocols articulated in Robert's Rules of Order for meetings are followed;
 - Records and retains the minutes of all ACNA membership meetings according to Robert's Rules of Order;
 - Provides the Board with an electronic copy of the minutes of each Board meeting and membership meeting;
 - Collaborates with the ACNA Archivist/Historian to archive documents and with the Communication and Technology Committee to timely post meeting minutes and other notifications to the ACNA website.
 - The Secretary maintains the ACNA calendar of meetings and events.

- **Member at Large**

- The Member at Large serves a two-year term and represents the interests of the general membership.
 - Serves as a member of one of the standing committees.
 - Performs such duties as the President may direct.

Key Dates and Criteria for 2021 Nominations

- Current ACNA members may self-nominate or nominate another member to be considered for the ballot.

- Nominations will be due by August, 2021. Please submit online www.ouracna.org to assure that the Nomination Committee can properly vet all candidates.
- Nominees will be asked to complete a Nomination Form (located on the website) and submit a CV and short biography that the Nominating Committee will review to determine eligibility for the 2021 slate of candidates.
- Nominees will be notified of their eligibility to run from the Nomination Chair.
- Please contact the Nominating Committee Chair at Louise.Reagan@uconn.edu with questions.

**As defined in ACNA's [bylaws](#)*