

DATE: 03/18/2018

To: General Membership From the Nominating Committee:
Tom Zweier (Chairperson)

Marybeth Nunziante, Karen Muller, Laura Forrest, Christina Lyness, & Jen Ursillo

Re: BTMHS-BSA NOMINATIONS FOR 2018-2019 SLATE OF OFFICERS
This letter is to inform you that the BTMHS-BSA has selected a Nominating Committee and nominated a Chairperson. The function of this committee is to select a slate of Officers for the 2018-2019 BSA year at our April General Membership Meeting. This committee will present our nominations for these positions. Officers will be elected at the May 2018 General Membership Meeting. Candidates may run from the floor the day of the election. We are currently accepting applications from the BTMHS-BSA general Membership (in good standing) for the following positions. Below is a brief summary of their responsibilities. Please see attached from Operating Guidelines for complete description.

President - The President shall:

1. - Preside over all meeting of the Executive Board and the General Membership
2. - Represent the Association personally or through a designated representative
3. - Perform all other functions usually pertaining to the office
4. - Have authority to approve expenditures of \$200.00 or less
5. - Be ex-officio member of all committees with the exception of the nominating committee and auditing committee.
6. - The President shall be the liaison with the band director.
7. - Ensure proper legal procedures are followed and permits are filed for reporting to regulatory agencies including but not limited to the IRS, Legalized Games of Chance Control Commission (and township), the Division of Consumer Affairs, Office of Consumer Protection, Charities Registration and Board of Education (High School Administration).

Vice President - The Vice President shall:

1. - Preside in the absence of the president at all meetings and discharge all duties pertaining to the office of the president.
2. - In the event the office of the president is vacated for any reason, the vice president shall become acting president until such time as the Executive Board Article VII Section 4 in the By-Laws
3. - Perform all duties assigned to him or her by the president
4. - Preside over the Ways and Means Committee and recruit fund raising coordinators.

Treasurer - The Treasurer shall:

1. - Keep an accurate record of all receipts and disbursements
2. - Prepare a financial statement to reflect current credits, debits and

balances as of the date of the meeting of the current month. This report will be read and distributed at each meeting of the Executive Board and General Membership. This report shall include a separate section for Equus Debits/ Credits/Balances against approved Equus budget.

3. - Make available to the Ways and Means Committee operational funds for each approved function.
4. - Prepare a financial report at the close of his or her term which will become a permanent part of the Association's records.
5. - Maintain a combined minimum balance of \$500.00 across all Association Bank Accounts

Recording/Corresponding Secretary(ies) - The Secretary(ies) shall:

1. - Maintain minutes and attendance records of all General Membership and executive meetings. Said records and minutes will be available to all members upon request.
2. - Make sure mail at the post office box is picked up on a weekly basis.
3. - At the direction of the President, fill out applications and file for required permits as defined in Article VI Section II G OF THE By-laws. So as to avoid confusion and duplication of effort, only the President and Secretary may file for required permits. All raffle permits require the co-signature of the Committee Chair of that event. Refer to Article V Section 5 a, b games of chance and procedures in the Guidelines.
4. - Maintain official copies of applications and permits filed by the Association.
5. - Maintaining and archive reports and publications from standing committees.
6. - Establish and maintain a communication system using telephone, email, mail, and/or web posting which will enable all Association members to be informed as soon as possible of any information including current and upcoming events. This shall also include publishing a quarterly newsletter or the like.

Sergeant-At-Arms - The Sergeant-At-Arms shall:

1. - Be familiar with these by-laws and Parliamentary Procedure
2. - Maintain order at meetings of the Executive Board and General Membership
3. - Perform all duties as directed by the President
4. - Maintain up-to-date listing, including tracking the location, of all tangible

Board Liaison- The Board Liaison shall:

1. - Serve as an advisor on the Executive Board
2. - The Board Liaison will have the same voting privileges as all other officers.
3. - serve as Board Member on Executive Board (or a designated Association member) to represent the Association interests at meetings of Brick Township Board of Education as needed.

QUALIFICATIONS: Those individuals who are members in good standing of BTMHS-BSA for at least 6 months shall be eligible for nominations. All officers must be members in good standing (active paid members) of BTMHS-BSA for at least 6 months; must abide by BTMHS-BSA current By-Laws, must believe in the Objectives and Purposes of BSA, and believe that the BSA is in place to support the children and youth; can be relied upon to give BSA a satisfactory level of priority and commitment; should have done a successful job carrying out past assigned responsibilities; must be fair and objective to subordinate personal interest to the interests and well-being of the BSA.

Please fill out the application below, attach any information you would like to share about your qualifications and e-mail to BTMHSBSA@hotmail.com The application needs to be to the chairman NO LATER THAN MONDAY, APRIL 10, 2018 by 8:00PM.

If you have any questions please feel free to speak to any member of our nominating committee or the Nominating Committee Chairperson. The Nominating Committee will choose one candidate for each position; however you may check several positions on this application. Feel free to attach any other information you may want to share about your qualifications.

I WISH TO BE CONSIDERED FOR FOLLOWING POSITIONS FOR BTMHS-BSA 2018-2019 EXECUTIVE BOARD:

- PRESIDENT
- TREASURER
- SERGEANT AT ARMS
- VICE-PRESIDENT
- RECORDING SECRETARY
- CORRESPONDING SECRETARY
- BOARD OF EDUCATION LIAISON

NAME: _____

PHONE #: _____

Email: _____

Please provide any information you would like to share about your qualifications for the position you are applying for:

PLEASE RETURN NO LATER THAN Monday, April 10, 2018, 8:00PM.
In order for an application to be considered it has to be to the chairman by
the due date. Any applications received after April 10th will not be
considered.