

CORAM CIVIC ASSOCIATION

2017

“NOMINATION OF OFFICERS”

is now taking place!!!

Officer positions open for election in November are:

- VICE PRESIDENT
- RECORDING SECRETARY
- MEMBERSHIP SECRETARY

Prerequisites:

1. Must be a member in “good standing” (resident of the 11727 zip code; be at least 18 years of age; attended a minimum of four monthly general meetings; dues are up-to-date).
2. Be willing to serve the two year term beginning on January 1st.
3. Be willing and able to fulfill the responsibilities of the position as detailed in the position description.
4. Be willing and able to attend the monthly general meeting (4th Monday night of the month) as well as the monthly executive board meeting (2nd Wednesday night of the month).

Duties of the Vice President: The vice president, in the absence of the president, shall perform all duties and exercise all powers delegated herein to the president which are: The president shall preside at all meetings of the Association, shall be a member ex-officio of all committees, shall appoint all committees other than the nominating committee, and shall perform all the duties incident to the office. It shall be the duty of the president to sign all contracts and obligations authorized by the Association.

Duties of the Recording Secretary: The recording secretary shall keep the minutes of the meetings of the Association, have custody of the records of the Association, other than those of the Treasurer, and perform such other duties as the Association may direct.

Duties of the Membership Secretary: It shall be the duty of the membership secretary to record all applications for membership and to keep a roster of all members, along with their names and addresses. It shall also be the duty of the membership secretary to forward, without delay, any reports that may be requested by the president and to submit any pertinent files for the purpose of inspection and audit whenever ordered to do so by the president. It shall also be the duty of the membership secretary to: (1) keep account of the financial standings in this Association of each member; (2) collect all dues and remit the same over to the treasurer within ten (10) days, taking a receipt at that time; and (3) make available a current and complete list of the membership at every regular or special meeting of the Association.

NOMINATION FOR OFFICER OF THE CORAM CIVIC ASSOCIATION

(Must be received by November 15th for processing. Voting takes place at the Nov 27th General Meeting)

NOMINEES NAME: _____

ADDRESS: _____ TOWN: _____ ZIP: _____

PHONE #: _____ EMAIL ADDRESS: _____

POSITION NOMINATED FOR: VICE PRESIDENT RECORDING SECRETARY MEMBERSHIP SECRETARY

NOMINATORS NAME: (If 'Self', mark 'Same') _____

ADDRESS: _____ TOWN: _____ ZIP: _____

PHONE #: _____ EMAIL ADDRESS: _____

Nominee and Nominator must be members in good standing of the Coram Civic Association. Nominee must fully understand and comply with the position description and prerequisites of the officer position being nominated for.

X _____
(Signature of Nominator)

Please mail to: Coram Civic Association, PO Box 21, Coram, NY 11727

...or scan and email to NominatingCommittee@CoramCivic.org

FINAL DATE FOR PROCESSING IS NOVEMBER 15TH