

Affiliate Representative Election to be Held in May

Nominations are now being taken for the CASP Affiliate Representative. The Affiliate Representative is a two-year term that starts on July 1 beginning every odd-numbered year. Any CASP member who has been a member of the CASP Board of Directors or has held office in an affiliate qualifies to run for Affiliate Representative.

After those interested in running for this office have answered the questions at the end of this document, Affiliates will be polled on who they would like to see appointed as Affiliate Representative. This information is then forwarded to the President-Elect, who, with endorsement of the Executive Committee, appoints this person to the office. All appointed positions are then ratified by the voting members of the CASP Board of Directors at the last meeting of the year.

Deadline for nominations is May 1. Affiliates will then have until June 8 to vote for their board representative.

According to the CASP Bylaws, these are the duties of the Affiliate Representative:

(e) Affiliate Representative. The Affiliate Representative shall act as liaison between the Board and the officers of the Affiliates. The Affiliate Representative shall:

- (1) Serve as voting member of the Executive Board.
- (2) Represent the Association when attending meetings of Affiliates.
- (3) Preside at the annual affiliate Leadership Conference and the affiliate meeting at the annual convention and assign responsibilities as are deemed necessary to conduct the functions of the conference and the Convention meetings. In conjunction with the Executive Director, and with the approval of the President, plan and coordinate the program content and related speakers for both events.
- (4) Maintain ongoing communication with Region Representatives to help coordinate activities and provide assistance on projects related to the affiliate groups as a whole.
- (5) Serve on committees and task forces as appointed by the President.
- (6) Encourage membership in the Association.
- (7) Support and develop Affiliate leadership and communicate with the officers of assigned Affiliates on a regular basis.
- (8) Encourage committee appointments at the Affiliate level.
- (9) Recruit qualified candidates for the CASP Board.
- (10) Contribute articles to *CASP Today* and Affiliate newsletters.
- (11) Gather data about the membership, leadership and operations of assigned Affiliates, in consultation with the appropriate Regional Representative.
- (12) Help Affiliates build membership.
- (13) Coordinate exchange of information, ideas and newsletters among assigned Affiliates.
- (14) Support and assist in the granting of awards to the officers and members of assigned Affiliates.
- (15) Coordinate an annual survey of Affiliate officers to gather information for potential topics of discussion at affiliate meetings and/or future projects.
- (16) Carry out such other responsibilities as may be assigned by the President or the Board.

If you would like to run for Affiliate Representative please complete the following:

Name:

CASP/Affiliate offices held:

Why do you want to be Affiliate Representative:

Please complete the nomination form by May 1 and email it to executivedirector@casponline.org.

Thank you!