

Message from Kristi Rotvold, NW District Director

Things of note this week:

Keeping in the forefront during the holidays -Next criterion for the Division P2E program due 12/31/11

- All have submitted except for one division who I know is submitting next week – Way to go Northwest District!!
- Reminder of Jan. 15th Deadline for Chapter Financial Evaluation form TO HQ for Division P2E

In January, Kristi is asking us for a report from chapters regarding their own chapter websites. Please take a few minutes and check your chapters website to be sure data is not out of date and that your website is updated. Here are some tips from International.

These are not requirements but some common sense rules, as well as putting ourselves in a new or prospective member's eyes:

1. Welcome from the chapter/division president
 2. A list of present chapter/division officers
 3. A list of present chapter/division chairs
 4. A contact link either to the chapter/division president or membership chair
 5. An updated monthly meeting notice
 6. A list of 2011-2012 monthly chapter meeting program topics
 7. A link to the current chapter/division newsletter
 8. Current International President's theme logo
- The information is out on the website about the 2012 Spring Conference in Vegas – sounds like an exciting time with plenty of education available! - <http://asp.iaap-hq.org/flipbooks/spring-conf-2012/pageflip.html>
 - We need volunteers to serve on international committees.
 - Information was sent out last week on the Committee Service Applications.
 - Applications to serve for one-year appointments to the 2012-2013 International Bylaws and Standing Rules Committee, Committee on Nominations or Retirement Trust Foundation Committee are now available.
 - These positions become effective at the close of International Education Forum and Annual Meeting in Grapevine, TX July 2012.
 - There are two forms. They can be downloaded from the IAAP International Website (<https://iaap-hq.org>) sign in and go to the home page and under the IAAP Announcements you will see a link for this.
 - One is the Application for Appointment to International Committees. This is for appointment to either the Bylaws and Standing Rules Committee or Committee on Nominations.
 - The other form is the Application for Appointment to the Retirement Trust Foundation Committee. The forms each have the functions and responsibilities pertinent to the committees. Please note the e-mail deadline of February 1, 2012 for all committee nominations.
 - IAAP does not require chapter recommendations and signatures for those members wishing to volunteer for IAAP International Committees. No recommendations or signatures are required for the Retirement Trust Foundation Committee either. Once appointed, all committee members are expected to sign and adhere to the following document: Confidentiality Agreement and Conflict of Interest Statement.

Applicants applying for committees must e-mail the entire application **no later than 4:00 p.m. CST February 1, 2012**. Applications for International Committees are to be e-mailed to International President-Elect Karlana Rannals, CPS/CAP, krannals@iaap-hq.org, with a copy to Governance Coordinator, Carrie Frentz-Hartzler, governancecoordinator@iaap-hq.org. Retirement Trust Foundation Committee applications are to be e-mailed to Retirement Trust Foundation Chairman Kelly Reggio, CAP, reggio@chartermi.net, also with a copy to Governance Coordinator, Carrie Frentz-Hartzler, governancecoordinator@iaap-hq.org.

The Call for NOMINATIONS FOR INTERNATIONAL OFFICE OR RETIREMENT TRUST FOUNDATION TRUSTEE has been sent out – Please pass on the information to your members, **and please get the information out to your DMAL's**.

The following documents may be downloaded from the [Call for Nominations](#) in the IAAP web community document library:

- Official Notice for International Office
- International Office Candidate Application
- Official Notice for Retirement Trust Foundation Trustee
- Retirement Trust Foundation Trustee Candidate Application

Nomination forms are to be completed and sent via e-mail to the Chairman of the Committee on Nominations, the Executive Director and the respective chapter, division or affiliate president for acknowledgement of nomination. The application must be received **by e-mail no later than 5:00 p.m. CST January 15, 2012**.