



Memorandum

Date: December 2011
To: All IAAP Members & Members-at-Large
From: Ohio Division Nominating Committee
Re: Candidate Form for Ohio Division Officers

This is the official notice to our chapters for nominations from their membership for Ohio Division Offices. The election will be held at the Annual Meeting in June 2012. This form must be completed in its entirety and mailed / e-mailed to the Chair of the Nominating Committee (listed below) **no later than midnight on March 1, 2012. The completed form, not exceeding 4 pages, should be submitted with a letter from the Chapter President approving the nomination and a professional picture no larger than 2"x 2".** (Note restrictions)

If the form is submitted by e-mail the signatures may be applied by script font. Each candidate's completed form will be distributed to the membership and delegates prior to the election. Check the complete guidelines in the Division Standing Rules for additional information.

If you can answer YES to the questions below, you could be a candidate for office in the Ohio Division:

- Have you been a regular member of the Ohio Division for two years?
- Have you been a Chapter Officer or Chairman of a Division or International Committee?
- Are you actively employed in the administrative profession?

Candidates should know that the basic duties an officer is required to fulfill would be to:

- Attend at least four Board Meetings during the year.
- Visit chapters as their Board Contact when requested.
- Correspond with the Board, Chapter Officers & Division Committee Members.

An officer must also:

- Be willing and able to participate in IAAP activities at all levels of the Association.
- Be aware of personal unreimbursed expenses that might occur as a Division Officer.
- Have the support of your employer, spouse and/or family in fulfilling Division duties.
- Be willing to devote the necessary time and effort for maximum performance of the duties as an officer of Ohio Division.

There are no restrictions on the number of candidates for each office. If there are two or more candidates for any office, those candidates will be asked to speak for no more than two minutes at the Saturday business session prior to the election at the Annual Meeting. We look forward to receiving your completed form for any of the following offices: President-Elect, Vice President, Recording Secretary, Corresponding Secretary and Treasurer.

2011 - 2012 OHIO DIVISION NOMINATING COMMITTEE:

Diana L. Tschantz, CAP-OM
Indian Trails Chapter
12210 Oyster Road
Alliance, OH 44601
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Polaris-North Star Chapter
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Dru Kosik, CAP-OM
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**OHIO DIVISION, IAAP®
NOMINATION FORM FOR DIVISION OFFICE**

Attach a current, professional photo in this location. One that can be removed for scanning purposes.

Candidate for the Office of: _____

Name of Candidate: _____

Chapter and City: _____

Home Address and Phone:

Office Address and Phone:

EDUCATIONAL BACKGROUND:

EMPLOYMENT (Present [include employer name, current job title, years of employment, provide 4 bullet points of major job responsibilities):

EMPLOYMENT (Previous, confine to last 10 years of employment i.e., if you have worked for the same employer for the last 10 years, no information is needed):

IAAP Activities: (Chapter, Division, District or International)

Other Affiliations:

I, _____ consent to serve as _____
(Candidate's name) (Position Title)

of the Ohio Division, IAAP, if elected for the year 2012-2013.

(Candidate Signature)

APPROVED:

(Chapter President)

Date signed by Chapter President: _____

NOTE: If you need additional space for any item attach additional pages. Do NOT exceed four (4) pages. If your form exceeds the 4-page limit, you will be required to amend it before the deadline.

Nomination form must be submitted no later than midnight on March 1, 2012.