

PAST PRESIDENT / NOMINATING COMMITTEE CHAIR

1. Act as a resource for the President and other members of the Executive Board.
2. Shall serve as the Legislative Co-Chair and assume responsibilities of the Legislative Chair in his/her absence.
3. Chapter Presidents are to be highlighted in the conference Book and recognized during one of the Conference General Sessions.
4. Shall serve on the summer conference committee as the Parade of Presidents Chair.
5. Shall serve as Chair the Nominating Committee, that committee consists of;
 - a. Past President (Chair)
 - b. President
 - c. President Elect
 - d. Vice President
 - e. Secretary
6. Ask Executive Board Members, Area Directors and Chapter Presidents for possible candidate names for vacant offices.
7. The slate shall be prepared by the nominating committee and contain at least one name and a section for a write-in candidate for all offices to be filled.
8. Verify membership of all candidates.
9. Responsible for collecting candidate biographies and submitting them each spring to the webmaster to be posted on the SNAU website.
10. Have online ballots approved by the Parliamentarian before posting on SNAU website.
11. Ballots shall be available on the SNAU website for voting.
12. Chair the counting of the ballots. Votes shall be counted by the Nominating Committee
13. The persons elected shall be notified by SNAU President of their election prior to installation at Summer Conference.
14. Attend and serve as a voting member of the House of Delegates, or send and alternate if you cannot attend
15. Submit a written annual report prior to the SNAU President by May 1st to be included in the House of Delegate folder.