

# **Request for Nominations**

## **2018-2019 FASABE Executive Committee**

*Richard Scholtz, Past Section Chair*

It's that time of year again, when the Nominating Committee begins to put together the ballot for next year's slate of officers that will make up the Florida Section ASABE Executive Committee. This is your opportunity to help the society and make a difference in the Florida Section, simply by volunteering or nominating a colleague to serve. So now is the time, if you, or someone you know is interested in serving on the Executive Committee, please provide us with the pertinent contact information. General descriptions of the positions are included below and you can get the official job descriptions from the Section Bylaws, which are found at **[www.fl-ASABE.org](http://www.fl-ASABE.org)**. By all means, if you have questions regarding the various officer roles, feel free to contact me or any of our current Executive Board members.

The Section is always looking for the leaders of tomorrow, now is the opportunity to become one today! Become that voice and give our chosen Society direction for the coming years. Many current and past officers agree that their active involvement in the Executive Committee has been extremely rewarding. You also earn a maximum of 2 PDH credits for serving as an officer toward your continuing education requirements.

Please take a moment and make a commitment to serve your profession. The following form is provided for your submittal. Don't hesitate to call me with your nomination of yourself or another member. If you only have one name, feel free to submit with this form or just drop me an email.

### **2018 Florida Section ASABE Executive Committee Nomination Form**

**The nominating committee is seeking nominations for the 2018-19 Florida Section ASABE Executive Committee. Please provide the nominee's name and contact information below.**

Position	Nominee	Phone	Email
Vice Chair Programs			
Vice Chair Membership			
Vice Chair Publicity			
Vice Chair Awards			
Vice Chair Continuing Education			
Secretary			
Treasurer			

Please send the nomination form to: Richard Scholtz  
 University of Florida  
 1741 Museum Road  
 107 Rogers Halls  
 Gainesville, FL 32611-0570  
*PH (352) 392-1864 Ext 107*  
*CL (352) 339-1751*  
*EM [rscholtz@ufl.edu](mailto:rscholtz@ufl.edu)*

***Nominations are due by March 2, 2018.***



## **Position Descriptions:**

**General responsibilities of all members of the Executive Committee include the attendance at Executive Committee meetings, held quarterly or as otherwise scheduled by the Chair, which are typically conducted via teleconference or other distance media, as well as contribution of an article for the quarterly newsletter regarding their specific duty. All positions are empowered to appoint Committees to assist in the execution of their duties. All positions are supported by an Administrative Consultant.**

**Chair:** The Chair of the Executive Committee shall be the Chief Executive and Administrative Officer of the Section and shall preside at all meetings of the members of the Executive Committee. The Chair shall exercise such duties as customarily pertain to the office of Chair and shall have general and active supervision over the property, business and affairs of the Section and over its several officers.

The Chair may appoint officers, agents, or employees other than those appointed by the Executive Committee. The Chair may sign, execute, and deliver in the name of the Section powers of attorney, contracts, bonds, and other obligations and shall perform such other duties as may be prescribed from time to time by the Executive Committee or by the By-Laws.

Historically, the sitting Vice-Chair for Programs has been automatically nominated for the position of Chair. However, the position is an elected one and any member in good standing of the Section may be considered upon being nominated and accepting such nomination.

**Vice Chair for Programs:** The Vice Chair for Programs is responsible for the organization and execution of the Section's annual conference and tradeshow. Specific responsibilities include, but are not limited to, the selection of an appropriate conference location, all negotiations with the venue and any necessary vendors, selection of a conference general theme, drafting the Call for Presentations, selecting conference speakers and presenters, drafting the Call for Vendors, organizing and executing the tradeshow within the conference. The Vice Chair of Programs typically appoints a Tradeshow Coordinator to assist with, or delegate to, all responsibilities associated with the vendor tradeshow.

**Vice Chair for Membership:** The Vice Chair for Membership is responsible for growing and maintaining the membership of the Section, maintaining the Section membership roster, and working with the Treasurer to ensure all Section members are in good standing.

**Vice Chair for Publicity:** The Vice Chair for Publicity is responsible for the publication of the Section's quarterly newsletter, including setting deadlines for the timely submittal of newsletter articles and coordination with the other Executive Committee members in the submittal of their newsletter articles.

**Vice Chair for Awards:** The Vice Chair for Awards is responsible for selection of appropriate individual for the annual Section Awards. Specific responsibilities include preparation of the Call for Awards, selection of award recipients, and presentation of the awards at the Section's annual conference and tradeshow.

**Vice Chair for Continuing Education:** The Vice Chair for Continuing Education is responsible for the development of a continuing education program to accompany the Section's annual conference and tradeshow, as well as the maintenance and/or renewal of the Section's approved continuing education provider status by the Florida Board of Professional Engineers (FBPE). Typically, continuing education in even numbered years consists of Laws & Rules, while continuing education in odd years consists of a technical topic.

**Secretary:** The Secretary shall keep the minutes of all meetings of the members, and of the Executive Committee, and to the extent ordered by the Executive Committee or the Chair, the minutes of meetings of all committees; shall cause notice to be given of meetings of members, Executive Committee, and of any committee appointed by the Executive Committee. The Secretary shall have the general charge of the records, documents, and papers of the Section not pertaining to the performance of the duties vested in other officers, which shall at all reasonable times be open to the examination of any member; may sign or execute contracts with the Chair or Vice Chair thereunto authorized in the

name of the Section and affix the seal of the Section thereto; and shall perform such other duties as may be prescribed from time to time by the Executive Committee or by the By-Laws.

**Treasurer:** The Treasurer shall have general custody of all the funds and securities of the Section and have general supervision of the collection and disbursement of funds of the Section; shall endorse on behalf of the Section for collection checks, notes and other obligations, and shall deposit the same to the credit of the Section in such bank or banks or depositories as the Executive Committee may designate; may sign, with the Chair, or such other person or persons as may be designated for the purpose by the Executive Committee, or alone if so authorized by the Executive Committee, all bills of exchange or promissory notes of the Section. The Treasurer shall enter or cause to be entered regularly in the books of the Section full and accurate account of all moneys received and paid on account of the Section; shall at all reasonable times exhibit books and accounts to any member of the Section during business hours, and whenever required by the Executive Committee or the Chair; shall render a statement of accounts; and shall perform such other duties as may be prescribed from time to time by the Executive Committee or by the By-Laws. Upon the request of the Executive Committee, the Treasurer shall give bond for the faithful performance of prescribed duties in such sum and with such surety as shall be approved by the Executive Committee. The office of Secretary and Treasurer may be combined by the Section as it may from time to time determine.