

# PNW Chapter Board Officer Elections – Term 2023-2024

Nominate Yourself or A Promising Candidate for the PDA PNW Chapter Board Officer

We are currently accepting nominations for:

- President-Elect
- Treasurer
- Secretary
- Members-At-Large (6 available Seats)

You are welcome and encouraged to nominate yourself for one of these positions. You can also nominate someone whom you think is a good candidate for the role.

The responsibilities of each role are described below. Nominations close on September 09, 2022. Elections will be held between October 12 and 28, 2022.

Nominations are accepted via the Microsoft Form linked here: [PNW Board Nomination Form](#)

If you are not ready to commit to a leadership role on the Chapter Board, please consider signing up as a chapter volunteer. Complete the Volunteer Take form here: [PNW Volunteer Intake Form.](#)

## General Requirements for all Board Officers

Chapter Board Officers must be:

- current PDA members in good standing for the full duration of their elected term\*
- must live or work primarily within the territory of the chapter for which they volunteer
- must be an active participant in the chapter for the duration of their term

Currently, the PNW Chapter is in a building and growing phase. We are striving to define a path and take meaningful steps to achieve our strategic goals of Ensuring Chapter Continuity and Increasing our Chapter's Presence in our Region. We are working toward these goals by hosting in-person events in the Greater Seattle Area, hosting virtual events, working to grow our volunteer base, and defining officer succession plans.

## Requirements for the President-Elect

- Partner with the Chapter President to lead the Chapter to achieve defined chapter goals
- Perform the duties of the President in the temporary absence of the President
- Succeed to the office of President at the end of the President's term, or in the event of a vacancy
- Represent the Chapter at Chapter Council meetings

### Requirements for Treasurer

- Manage all Chapter moneys including but not limited to:
  - Receive and deposit all Chapter moneys in banks approved by the Board and keep accurate accounts
  - Report on the Chapter finances annually and whenever requested by the Chapter President or President-Elect (typically quarterly)
  - Deliver to his/her successor all books, moneys, and other Chapter property
  - Provide complete, accurate and timely record keeping
  - Manage all incoming and outgoing funds of the organization, including but not limited to electronic transfers, cash, checks and credit/debit cards.
  - Provide prompt payment for any service
- Spearhead adding new officers and removing the old officers from the Chapter accounts following elections

### Requirements for Secretary

- Take notes during meetings, preserve minutes and Chapter history
- Support administrative tasks of the chapter at the request of the President or President-Elect, including, but not limited to:
  - drafting meeting agendas
  - scheduling chapter officer meetings
  - managing files in the Chapter shared file location
  - spearheading chapter communications
- Perform the duties of the President-Elect in the temporary absence of the President-Elect
- Succeed to the office of President-Elect in the event of a vacancy upon approval of the remaining officers of the Board

### Requirements for Members-At-Large

- Cast votes and provide voice on the Board to support meeting chapter goals
- Perform duties as assigned, such as chairing chapter committees or supporting events
- Promoting chapter activities within their network
- Be an active participant in the chapter in a meaningful way to support meeting chapter goals. For Example:
  - Lead or participate in planning and executing one or more events
  - Serve as the chair of a committee
  - Recruit chapter sponsors
  - Lead a key chapter responsibility (e.g. marketing)
  - Identifying, recruiting, and coordinating one or more event speakers

*\*Must be a current member of PDA as of September 30, 2022, to be on the ballot and/or to vote in the board elections.*