

## Nomination for Officers of the Virginia Association of Adult 4-H Volunter Leaders, Inc.

**QUALIFICATIONS:** Any person recognized by Virginia Cooperative Extension as a 4-H Leader during the preceding two years may be nominated as an officer of the State Association. All officers are member of the Board of Directors, which meets four or more times a year at different locations. Willingness and ability to attend these meetings are essential qualifications..

Officers to be nominated on this form; please check appropriate box:

- President-Elect (3 years, 2nd as president, 3rd past president)  
 Secretary (2 years)     Vice President (2 years)

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ EXTENSION UNIT \_\_\_\_\_

YEARS OF SERVICE AS A 4-H LEADER \_\_\_\_\_

OFFICES HELD AS A 4-H LEADER

Local \_\_\_\_\_

District \_\_\_\_\_

State \_\_\_\_\_

Offices held in church, civic, community, and professional organizations:

\_\_\_\_\_

Other qualifications and skills: \_\_\_\_\_

Personal comments: \_\_\_\_\_

If elected, I agree to serve in the office for which I am nominated.

Signature of person making nomination \_\_\_\_\_

Signature of Nominee \_\_\_\_\_

Please return this form to the President-elect of your District Leaders Association or District Events Coordinator.

## **DUTIES OF THE OFFICERS**

### **PRESIDENT**

The President shall be responsible for all administrative functions of the Association, subject to the control of the Board of Directors.

### **VICE PRESIDENT**

In the event of the President's inability or refusal to act, the Vice President shall perform the duties of the President, and when so acting, shall have all the powers and all the restrictions placed upon the President.

### **SECRETARY**

The Secretary shall:

- a. Keep the minutes of the proceedings of the Board of Directors and the Assembly in one or more books provided for this purpose;
- b. See that all notices are duly given in accordance with the provisions of the bylaws or as required by law;
- c. Provide an up-to-date roster of Unit Representatives and alternates, if any, to the office of the Registered Agent;
- d. Be custodian of the corporate records and of the seal of the corporation and see that the seal of the corporation is affixed to all documents the execution of which on behalf of the corporation under its seal is duly authorized.

### **TREASURER**

The Treasurer shall:

- a. Have charge and custody of and be responsible for all funds and securities of the Association;
- b. Receive and give receipts for monies due and payable to the Association from any source whatsoever, and deposit all such monies in the name of the Association in such banks the Board of Directors so designate and may delegate these responsibilities to other individuals as deemed necessary from time to time;
- c. Be responsible for paying all bills approved by the Board of Directors of Advisors.
- d. In general, perform all of the duties incident to the office of Treasurer.

### **PRESIDENT-ELECT**

The President-elect shall:

- a. Study the operation of the association in preparation for assumption of the presidency;
- b. Develop a plan-of-work for the following year to be approved by the Assembly before assumption of the presidency.

### **HISTORIAN**

The historian shall keep complete records of all activities of the association not required to be kept by the Secretary or Treasurer.

### **PARLIAMENTARIAN**

The President shall appoint a Parliamentarian for the Annual Business Meeting, and at such other times (regular meetings, special meetings, and "called" meetings of the Board of Directors) as may be deemed necessary or appropriate.

### **REGISTRAR**

The President shall appoint a Registrar with the Board of Director's approval. The appointed Registrar shall serve on the Board of Directors as a nonvoting member. The Registrar shall design appropriate registration forms and procedures, receive registrations and fees, provide data for program accountability as required, be accountable to the Board of Directors for registration fees received, and supervise the management of a registration/information desk during state conferences or special sessions and the depositing of registration fees.