



2023 AzEM Executive Board Elections

Contribute your experience to keep AzEM moving forward!

We are currently soliciting interested parties for the Odd Year Elections (see positions with descriptions below). The Communications Officer position is also vacant at this time. You may anticipate a 1-2 hour virtual Board meeting every 4-6 weeks, and some additional time commitments as determined by position and/or current organization initiatives (conference, awards, working groups, etc.)

Any member in good standing may run for a Board position. A vote will take place at the upcoming conference.

Per the current bylaws:

The Executive Board is responsible for carrying out the prescribed policy and direction of the Association and will manage day-to-day business conducted by the Association and its committees. Nominations for Executive Board positions will be solicited from the General Membership of the Association, and elections shall be by vote of the General Membership during the annual meetings. The Executive Board shall consist of the positions identified in Article III, Section 2 and members shall receive no compensation for the performance of their duties. Elected Board members will receive one free year of membership in exchange for time and efforts during the two year term, to take effect on the second year of term.

Odd Year Elections	Even Year Elections
Vice President	President
Secretary	Communications Officer
Membership Liaison Officer	Board Liaison Officer
Member at Large #1	Member at Large #2
	Treasurer

The *Vice President* shall:

- Serve for a two (2) year term, running for elections in odd-numbered years.
- Perform the duties of the President in his/her absence.
- Provide oversight over the AESA Strategic Plan.
- Provide oversight as needed to all sub-committees to ensure progress toward deliverables and Association goals.



The *Secretary* shall:

- Serve for a two (2) year term, running for elections in odd-numbered years.
- Maintain records of the proceedings of all meetings.
- Prepare and distribute an agenda prior to each meeting.
- Keep on file all board reports and meeting minutes. Copies of the minutes shall be sent to all members of the Executive Board within 15 days of the close of meetings.
- Update the online calendar with scheduled AESA events.
- Verify ballots, and record and keep voting tallies.

Members at Large shall:

- Serve for a two (2) year term each. One *Member at Large* shall be elected in alternating years to provide continuity to the Board.
- Provide support and guidance to the Executive Board by serving on various committees and/or supporting Association activities as directed by the President of the Association.

The *Membership Liaison Officer* shall:

- Serve for a two (2) year term, running for elections in odd-numbered years.
- Liaise with existing and prospective Association members on member-related business.
- Maintain an official membership roster of the Association members and/or electronic member database system.
- Maintain current member benefit information.
- Promote membership drives and membership activities.

The *Communications Officer* shall:

- Serve for a two (2) year term, running for elections in even-numbered years.
- Solicit content, develop, and disseminate member communications a minimum of quarterly.
- Oversee and maintain the website and social media resources for the Association.
- Engage member assistance or content as needed.