

Call for Nominations Term Begins: January 1, 2024

At the November 17, 2024 meeting a list of board election candidates will be presented for approval for: *two 2022 open positions: Chair and Secretary (refer to next page for position descriptions and responsibilities).* When nominating, please consider the individual's leadership skills and experience, as well as an ability to obtain financial support and membership recruiters for the organization.

The nominee, at the time of nomination, is not required to be a SCAN Macomb member but must have an interest in the organization's mission and programs. A nominee, by the time of a confirmed nomination acceptance, MUST be a SCAN Macomb paid member in good standing.

Please complete a copy of this form for each nomination and return it via email to *Karen Adair at kadair@adairce.com by November 17, 2023*. If you are currently on the SCAN Macomb Board and willing to continue, completion of this form is required as well.

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Please print clearly.
Nominator's Information Name:
Phone:
Email:
Nominee's Information Board Position:
Name:
Phone:
Email:
Business Name:
Describe the nominee's qualities and strengths considered assets to SCAN MACOMB. Include the nominee's experience with SCAN Macomb (ex. SCAN Macomb programs, committees, etc.) or other community involvement that aligns with the mission of SCAN Macomb.

Board Position Descriptions

Section 6.04: Chairperson. The Chairperson shall: (a) Preside over all meetings of the Executive Board; (b) Shall have administrative, managerial, and supervisory control over all the operations of SCAN Macomb; (c) Shall have the power and authority to make any and all of the ordinary and usual decisions concerning the operations of SCAN Macomb.

Section 6.06: Secretary. During the absence of the Chairperson and the Vice Chair, the Secretary shall exercise all the functions of the Chairperson. The Secretary shall perform all duties as assigned by the Chairperson or by the Executive Board including: (a) Issuing notices for all meetings, except for notices of special meetings of the Executive Board which are called by the requisite number of Officers. (b) Keeping minutes of all meetings, including a record of attendance; (c) Maintaining a register of the name and mailing address of each Member and Officer of SCAN Macomb; (d) Making such reports and performing such other duties as are required by the office of Secretary, or are properly required by the Executive Board.