



New York State Internal Control Association

2017-18 Board of Directors: Nominations

Nominations for the Board of Directors are due by **February 15, 2017**.

Thank you for considering board service with the New York State Internal Control Association. We are in need of dedicated professionals who are willing to contribute their time and talents to ensure the Association achieves its mission to assist our member agencies and their internal control officers by providing educational and networking opportunities through a variety of purposeful and creative programs and events throughout the year. The following information further explains the commitment necessary to be a fully engaged member of the Board.

Terms of Office: The President, President-Elect, and Immediate Past Chair serve consecutive one-year terms in office. Vice Presidents, Treasurer, and Secretary serve a two-year term.

OPEN BOARD POSITIONS

President-Elect

Shall serve one year as President-Elect, second year as President, and third year as Immediate-Past President. The President-Elect assumes responsibility in the absence of the President and develops the membership meeting agenda with the Board.

Vice President

There are three open Vice President positions. At-Large Members vote on Board issues, serve on at least one committee constituted by the Board and keeps the Board apprised of committee progress.

Secretary

The Secretary maintains minutes, correspondence and Association-produced materials; maintains membership lists; maintains current and past copies of the by-laws and a history of changes; assists the President and Board with all communications; arranges for the recording of minutes at all Association meetings; arranges for the receipt, duplication and distribution of minutes and notices of meeting; and maintains a library of materials for use by the members.



BOARD MEETINGS

The Board meets via teleconference on the
3rd Wednesday of each month

Board members are expected to attend all meetings.



MEMBERSHIP MEETINGS

Membership meetings are held on the
4th Thursday of each month



SUBMITTING A NOMINATION

Please email a cover letter indicating your acknowledgement and willingness to serve on the Board and resume to

Daniel Worrell: dworrell@mtahq.org

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