Officer Nomination Form

*Please take a moment to consider nominating collaborative members for the NC Collaborative for Children, Youth and Families Executive Committee. You may also consider nominating yourself. All nominees will be contacted to verify their interest and may decline their nominations if so inclined to. Please complete and return form to* [*statecollab@gmail.com*](mailto:statecollab@gmail.com)*. Below is a brief description of each position:*

**Co-Chairs-**The Co-Chairs supervise and control the management of the Collaborative in accordance with the bylaws. The co-chairs coordinate and preside at all meetings of the Collaborative membership and officially represent the Collaborative and its mission in all dealings with the public.

**Vice Co-Chairs-** The vice chairs have such duties as determined from time to time by the voting membership and/or the co-chairs.

**Secretary-** The secretary assures that appropriate notices or waivers of notice are sent regarding meetings of the voting membership and assures that an official record of minutes, reports, policies and procedures, and other materials of the Collaborative are maintained. The secretary is responsible for the reporting of adequate records of all meetings of the voting membership including accurate attendance of the meetings.

**Parliamentarian-**The parliamentarian is to ensure that meetings are orderly and civil, and to help the Collaborative operate according to its bylaws. The main function of the parliamentarian is to advise the co-chairs on procedure during meetings. The parliamentarian is expected to: act as the keeper of the bylaws and be familiar with their contents , be knowledgeable about meeting procedures, offer procedural opinions when asked to do so by a chairperson, capture proposed bylaw amendments throughout the year for annual consideration, chair any bylaws special committee, provide the Secretary any draft bylaw amendments for dissemination to the voting membership 26 days before the annual November meeting and present any proposed bylaw amendments to the voting membership during the annual November meeting.

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Name of nominee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone number/Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of person submitting nomination\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email/Phone Contact\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I have talked with nominee(s) circle:** Yes or No

**Officer position(s) of interest:** *Please circle the position(s) of interest to the nominee*

CO-CHAIRS VICE CO-CHAIRS SECRETARY PARLAMENTARIAN