

Elected Officer Nominations & Elections Packet for ERAPPA Officer Elections



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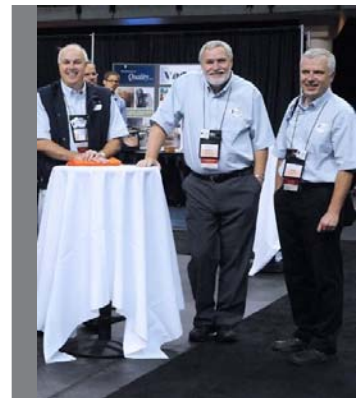
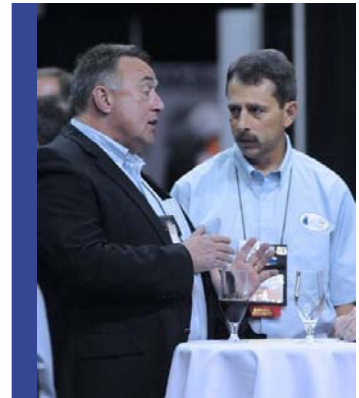
Introduction

Dear Members and Potential Candidates

We appreciate your interest in serving as a candidate for an elected office in ERAPPA. As an association, we offer innumerable opportunities for professional development for our members. Serving as an elected officer represents one of those opportunities. As an elected officer, not only do you give back to the association and the facilities profession it serves, you will also gain enormous leadership skills and develop yourself professionally in very meaningful ways. A strong and steady leadership is essential for an association to remain vital and relevant in these ever-changing and tumultuous times. Engaged, committed members are essential to guide the APPA organization and the facilities profession toward a bright and productive future. Dedicated volunteer leadership and service ensures a vibrant future for ERAPPA.

To better meet the needs of our members and our profession, ERAPPA has created this elections packet to increase communication and understanding of the service and time commitment for engaging in an elected office on behalf of ERAPPA. The perception is that serving ERAPPA as an elected officer takes too much time away from the office. Indeed, it does require a personal commitment of time and energy. However, past elected officers will tell you the personal rewards and professional benefits outweigh the costs of engagement and the time expended.

There are nine (9) elected officer leadership positions within the ERAPPA governance structure. Please review the positions noted in this packet. Consider nominating yourself or others for the position which best matches your passion and areas of expertise.



Elected Officer Positions Available for Election to the ERAPPA Board of Directors

President-Elect

Term 3 Years (1 year President-elect, President and Past President)
(Election occurs annually)

Duties:

The President-Elect will act in the absence or disability of the President; become thoroughly acquainted with the affairs of the Association in order to provide capable leadership upon becoming President; and provide oversight for the work of the association. As President of the Association, he/she will be considered the chief executive officer of the Association and perform all duties commonly incidental to and vested in the office of President of a corporation to include preparation of the agenda for the board and the annual business meeting; and have general knowledge of and provide leadership responsibility for the business aspects of the Association. As Immediate Past President, he/she will be Chair of the Nominating Committee among other duties as assigned by the Board of Directors. In all respects, the office of President of ERAPPA requires active engagement with the Chapters and APPA and continued efforts to nurture ERAPPA's relationships.

Qualifications:

- Demonstrated extensive record and past history of significant leadership service to an regional association, state/ local chapter organizations, and/or the profession in general.
- Past history of successful association/organization work related to complex organizations and diverse populations.

Secretary

Term 2 Years (Up to 3 consecutive terms)
(Election occurs on even numbered years)

Duties:

The Secretary shall record and maintain the minutes of the ERAPPA Annual Meeting, and of the Board of Directors meetings, and other general meetings. Under the direction of the President, be responsible for all records of ERAPPA and shall serve as the ERAPPA Historian. Records shall include membership file, emeritus members, award recipients and related information. The Secretary is responsible for conducting the correspondence for the region and maintaining adequate stock of stationery and certificates. The Secretary provides necessary historical data as requested by Awards Committee Chairperson and be responsible for awards and recognitions. The holder of this position will be bonded for his/her term of office with the cost of such insurance being the responsibility of ERAPPA.

Qualifications:

- Ability to take detailed notes and minutes.
- Organizational skills and computer related file management.



Elected Officer Positions Available Election to the ERAPPA Board of Directors

Treasurer

Term 2 Years (Up to 3 consecutive terms)

(Election occurs on odd numbered years)

Duties:

The Treasurer shall receive and account for all funds turned over from the ERAPPA Annual Meeting and all dues or other monies collected or due the association. He/she shall invoice for and receive all dues unless otherwise contracted to a collection agent. Shall disburse all funds for expenditures as authorized in writing by the President or the Board of Directors and shall be authorized to disperse funds for normal operating expenses as required. Shall render an itemized, written report of revenues and expenses at the ERAPPA Annual Meeting and at Board of Directors Meetings. Shall receive and take appropriate action on applications for membership. Shall prepare a proposed new annual budget for approval by the Board. The holder of this position will be bonded for his/her term of office with cost of such insurance coverage being the responsibility of ERAPPA.

Qualifications:

- Responsibility, experience, and/or oversight of financial/fiscal affairs within an educational facilities organization.
- Past experience serving as a financial officer for a non-profit, business or education unit, or previous financial management experience.
- Past experience as a chapter or host committee treasurer is preferred.



Vice President for Professional Development

Term 2 Years (Up to 2 consecutive terms)

(Election occurs on even numbered years)

Duties:

The Vice President for Professional Development shall act as Chair of The Professional Development Committee. Shall provide leadership and direction to Annual Meeting Host Committee chairs and manage ongoing collaboration between the ERAPPA Professional Development Committee and Annual Meeting Host Committee education planners. Shall conduct and charter research and educational program development. Shall produce an annual report to the Board pertaining to attendee feedback about educational programs and attendance at the annual meeting. Shall serve on the Awards and Scholarships Committee

Qualifications:

- Demonstrated understanding of the development of educational and training programs for delivery in the association environment.
- Past history of involvement with international/ regional/ chapter association and their education activities.
- Experience or past record of successful leadership in the field of facilities management to ensure the application of educational programming is pertinent and relevant to/for the membership.



Elected Officer Positions Available Election to the ERAPPA Board of Directors

Vice President for Technology & Communications

Term 2 Years (Up to 2 consecutive terms)

(Election occurs on odd numbered years)

Duties:

The Vice President for Technology & Communications serves as Chair of the Technology and Communications Committee and acts as principal officer for communications. This position also works with the Information Technology (WEB) Team and the Newsletter Team

Qualifications:

- Strong understanding of online information systems and methodologies.
- The ability to communicate through web pages, social media and other electronic delivery methods.
- The ability to coordinate with and train host committees, board members and committee members on the use of electronic services.
- Organizational skills, ability to procure, manage and maintain multiple electronic communication systems.



Vice President for Membership

Term 2 Years (Up to 2 consecutive terms)

(Election occurs on even numbered years)

Duties:

The Vice President for Membership shall serve as Chair of the Membership Committee. Serve as Chair of the ERAPPA Awards & Scholarships Committee. Serve as principal liaison for the Board with Emeritus Members.

Qualifications:

- Demonstrated experience on the ERAPPA Membership Committee preferred.
- General understanding and appreciation for international association and how membership in the international, regional and chapter is managed for Institutional Members and Business Partners.



Elected Officer Positions Available Election to the ERAPPA Board of Directors

Vice President for Chapter Affairs

Term 2 Years (Up to 2 consecutive terms)

(Election occurs on odd numbered years)

Duties:

The Vice President for Chapter Affairs Coordinates necessary Board member's Chapter visits. Acts as principal liaison for the Board with Chapter Presidents. Facilitates the Chapter President's meeting at The ERAPPA Annual Meeting. Serves on the ERAPPA Awards & Scholarships Committee. Provides regular communication with Chapter Presidents.

Qualifications:

- Demonstrated experience in the depth and breadth of the organization through service on the Chapter Affairs Committee (Chapter President)
- Diplomacy skills - the VP for Chapter Affairs role is one of a liaison between the Chapter Presidents and the ERAPPA Board. The VP needs to keep the best interests of all parties in mind when relaying information between the two entities and while working to resolve any issues/concerns.
- General understanding and appreciation for the international and regional associations and how they affiliate with the Chapters.

Vice President for Annual Meetings

Term 2 Years (Up to 3 consecutive terms)

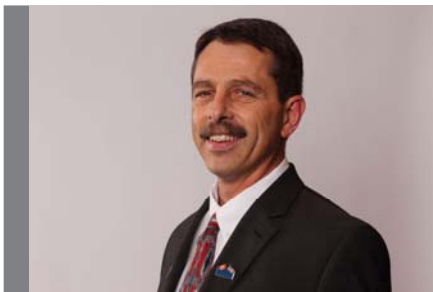
(Election occurs on even numbered years)

Duties:

The Vice President for Annual Meetings is the chief liaison between the Board and the Annual Meeting host committees. Ensures the annual meeting program and budget are presented to the Board at the mid Year Board Meeting prior to the annual meeting. Ensures the host committee for the annual meeting just concluded submits to the Treasurer an itemized written financial report of the expenditures and revenues for the annual meeting and shall remit any surplus funds to the Treasurer as stated in the agreement between the Board and the host committee. Manages the maintenance of ERAPPA's Annual Meeting Guide.

Qualifications:

- Significant Host Committee (HC) experience, preferably as HC Chair or Chair of an HC subcommittee
- Organizational skills, ability to multi-task/focus on multiple initiatives (3-4 HCs are active at any given point)
- Familiarity with event planning principles/procedures/documents: requests for proposal (RFPs) for conference planners and hotels, banquet event orders (BEOs), hotel contracts, etc. These documents are reviewed by the VP for Annual Meetings.
- Diplomacy skills - the VP for Annual Meetings role is one of a liaison between the active HCs and the ERAPPA Board. The VP needs to keep the best interests of all parties in mind when relaying information between the two entities and while working to resolve any issues/concerns.



Terms and Election Cycle for ERAPPA Officers

The [President-Elect](#) will serve for a term of one year and thereafter, will automatically succeed to the office of President, after which he or she will serve a one-year term as the association’s Immediate Past President (three years total service). A new President-elect is selected each year.

An officer elected to the [Vice President for Annual Meetings](#), [Secretary](#) or [Treasurer](#) positions can serve three, two-year terms (6 years)

An officer elected to one of the following positions can serve two, two-year terms (4 years): [Vice President for Technology & Communications](#); [Vice President for Membership](#), [Vice President for Chapter Affairs](#), and [Vice President for Professional Development](#).

Election Cycle for ERAPPA Elected Officers

	2012 Election Year	2013 Election Year	2014 Election Year	2015 Election Year	2016 Election Year	2017 Election Year	2018 Election Year
President-Elect	X	X	X	X	X	X	X
Secretary	X		X		X		X
Treasurer		X		X		X	
VP—Professional Development	X		X		X		X
VP—Technology & Communications		X		X		X	
VP—Membership	X		X		X		X
VP—Chapter Affairs		X		X		X	
VP—Annual Meetings	X		X		X		X



General Requirements for an Elected Position

- Be a current educational institution or affiliate member in good standing with ERAPPA and APPA.
- Be willing to attend the following meetings:
 - ◆ ERAPPA Annual conference – which occurs in late September early October of each year.
 - ◆ Board meetings three times a year – one occurs in October in conjunction with the ERAPPA Annual conference, the second in the March at the ERAPPA Mid Year Meeting and the third is a Summer Board Meeting in June.
(See travel policy for the expenses covered by ERAPPA).
 - ◆ Monthly ERAPPA Board Conference Calls.
 - ◆ Committee Conference Calls as necessary.
 - ◆ Attendance at one or more Chapter meetings or conferences as requested by the President.

President-Elect, President and Past President may also attend:

- ◆ APPA Annual conference – which occurs in July of each year.
 - ◆ APPA Board meetings twice a year – one occurs in July in conjunction with the APPA Annual conference and the other in the January/February time frame.
(See travel policy for the expenses covered by APPA).
 - ◆ Executive Committee meetings twice a year – not held in conjunction with a Board meeting; one generally occurs in December in conjunction with APPA committee meetings and the other in the May/June time frame.
- Committed to continuous improvement of the profession and the association and willing to actively participate in the governance activities of the association and its sponsored events (as needed for the position sought).
 - Expected to serve diligently and competently and, when attending important meetings, conduct oneself with integrity and fairness, keeping with the vision, mission, principles and values of the association.
 - Expected to keep up-to-date on association activities and the educational facilities profession trends and issues.
 - Expected to act in the best interest of the international association.



Candidate Nomination Process

A Nominating Committee consisting of the Chapter Presidents meets annually at the ERAPPA Annual Meeting. They develop a slate of candidates to run for offices on the ERAPPA Board as identified in the ByLaws. The slate is presented to the ERAPPA Board prior to the Annual Business Meeting.

The slate is presented to the voting Institutional Members attending the Annual Business Meeting. Additional nominees are accepted from the floor.

With the assistance of ERAPPA Past Presidents, a secret ballot election is conducted and the results are announced prior to adjournment of Annual Business Meeting.

The Nominations Committee uses the following guidelines when putting together a slate of candidates:

1. Any Institutional Member or Associate Institutional Member may nominate any other Institutional Member or Associate Institutional Member for an ERAPPA position to be elected at the Annual Meeting.
2. Nominations may be submitted direct to Nominating Committee Members (either the Chair or a Chapter President) or to the ERAPPA Board for transfer to the Nominating Committee through the Sr. APPA Representative.
3. Each person making nominations shall have the prior approval of the person being nominated.
4. A person cannot place his or her own name in nomination.
5. Verify that all current Board Members that are not up for election, can continue to be available to serve on the Board.
6. The Nominating Committee should strive to have at least 2 nominees for each position.
7. The Nominating Committee should strive for diversity amongst the nominees in terms of country, Chapter, gender, minority, and institutional representation. In this regard the Committee should also take into consideration the existing composition of the Board. The Nominating Committee should strive to:

Maximize these situations that can lead to greater health for our organization.

- a. maximize Canadian and US representation on the Board.
- b. maximize the number of Chapters represented on the Board
- c. maximize opportunities for women to serve on the ERAPPA Board.
- d. maximize opportunities minority groups to serve on the ERAPPA Board.

Absolutely avoid these situations that can be unhealthy for our organization.

- a. absolutely avoid situations where 3 or more members of the Board are from the same chapter.
- b. absolutely avoid a situation where 2 or more members of the Board would be from the same institution.

More Information regarding ERAPPA Elections can be found on the ERAPPA Web Site:

www.erappa.org



