



Play a part in strengthening the profession of Volunteer Services Administration by taking the opportunity to participate in the selection of MHVRP leadership.

What about you? The process does not require modesty. If you feel you want to be a part of a dynamic, leadership opportunity and your commendable experience as an administrator of volunteer programs is displayed through practice, then share yourself with MHVRP!

What about colleagues/others within the organization whose leadership is invaluable and demonstrates passion for the profession? Who knows them better than you do? Remember that person you meet through networking? Check out the most current listing of members on www.mhvrp.org as a guide.

The deadline for all nominations is Wednesday, March 7, 2018. Send your nomination to Shelly Weaver at Shelly.Weaver@Sparrow.org by using the attached form. We welcome and encourage your recommendations for nominees for these open offices.

President- Elect (1 Open Position)

- Serves as the President's "right hand"
- Assumes all duties and responsibilities of the president in the absence or incapacity of the president.
- Succeeds the office of President at the expiration of the President's elected term.
- Term: One year as President-Elect, followed by a one-year term as President and a one-year term as Advisor/Chair of Nominations Committee.

Treasurer (1 Open Position)

- Receive all funds and deposit them into the MHVRP bank account.
- Pay all bills as authorized by the budget.
- Maintain a detailed accounting of receipts and expenditures.
- Prepare annual budget.
- Prepare and file proper paperwork with the IRS.
- Term: one year

Secretary (1 Open Position)

- Take attendance and record official minutes of all meetings.
- Prepare and distribute minutes for board and general membership meetings at least three weeks prior to the meetings.
- Archive files and minutes from meetings in on-line designated space on website.
- Term: one year

Nominating Committee (3 Open Positions)

- Work with the Advisor to manage the annual election process.
- Seeks and nominates members of MHVRP for office.
- Prepares election slate in accordance with bylaws.
- Announce results of the annual election.
- Term: one year



NOMINATION FORM 2018-2019

President-Elect

Secretary

Treasurer

**Nominating
Committee**

**Nominations may be submitted to:
Shelly.Weaver@Sparrow.org**

All nominations are due by Wednesday March 7, 2018