

# Officer Nomination Form 2011-2012

## Louisiana Association of Business Educators

Please read carefully the descriptions of the duties of the office. Enter the name of the LABE member who you feel will be the best person for the position.

Enter your name here as the nominator for the person. Thank you for your valuable service to LABE in finding great people to serve on your board.

**Send Nomination to:**

Melanie Meche  
 10 Hidden Hills Community  
 Arnaudville, LA 70512

Name of Nominator (your name) \_\_\_\_\_

Office	Duties	Nomination
<p><b>Vice President</b></p> <p>1 year term; 4 year commitment</p> <p>Automatic rotation to President Elect, President, and Past President</p>	<p>Alternates between secondary (odd years) and post-secondary (even years) representative</p> <p>Has to be Secondary for 2011-12 Member</p> <p>Duties</p> <ul style="list-style-type: none"> <li>• Program chair for yearly spring conference</li> <li>• Automatic progression to the office of President-Elect, then President, then Past President</li> </ul>	
<p><b>Parliamentarian</b></p> <p>1 year commitment</p>	<p>Duties</p> <ul style="list-style-type: none"> <li>• Advise officers on any questions of correct procedure for conducting meetings</li> <li>• Work cooperatively with Chaplain to review &amp; update procedures manual</li> <li>• Chair of Constitution Committee</li> </ul>	
<p><b>Chaplain</b></p> <p>1 year commitment</p>	<p>Duties</p> <ul style="list-style-type: none"> <li>• Respond with suitable devotional activity at meetings</li> <li>• Work cooperatively with Parliamentarian to review &amp; update procedures manual</li> <li>• Chair of Memorial Committee</li> </ul>	

Office	Duties	Nomination
<p><b>Secondary Representative - NORTH</b></p> <p>1 year commitment</p>	<p>Duties</p> <ul style="list-style-type: none"> <li>• Serve as member of the Membership Committee</li> <li>• Represent respective area in Association</li> <li>• Work with Treasurer on registration at the 2 conferences</li> <li>• Meet with chair of Membership Committee twice a year at the 2 conferences</li> </ul>	
<p><b>Secondary Representative - SOUTH</b></p> <p>1 year commitment</p>	<p>Duties</p> <ul style="list-style-type: none"> <li>• Serve as member of the Membership Committee</li> <li>• Represent respective area in Association</li> <li>• Work with Treasurer on registration at the 2 conferences</li> <li>• Meet with chair of Membership Committee twice a year at the 2 conferences</li> </ul>	
<p><b>Post-Secondary Representative - NORTH</b></p> <p>1 year commitment</p>	<p>Duties</p> <ul style="list-style-type: none"> <li>• Serve as member of the Membership Committee</li> <li>• Represent respective area in Association</li> <li>• Work with Treasurer on registration at the 2 conferences</li> <li>• Meet with chair of Membership Committee twice a year at the 2 conferences</li> </ul>	
<p><b>Post-Secondary Representative - SOUTH</b></p> <p>1 year commitment</p>	<p>Duties</p> <ul style="list-style-type: none"> <li>• Serve as member of the Membership Committee</li> <li>• Represent respective area in Association</li> <li>• Work with Treasurer on registration at the 2 conferences</li> <li>• Meet with chair of Membership Committee twice a year at the 2 conferences</li> </ul>	