



TEXAS CHAPTER

CALL FOR NOMINATIONS

2011-2012 OFFICERS

Deadline – July 18 @ 12:00am (cst)

Nominations are being accepted for the following Chapter and Section Officer positions:

TEXAS CHAPTER EXECUTIVE COMMITTEE

Texas Chapter President Elect
Texas Chapter Secretary
Texas Chapter Treasurer
Texas Chapter Trustee

HOUSTON/GULF COAST SECTION

Houston/Gulf Coast Section Chair-elect
Houston/Gulf Coast Section Secretary
Houston/Gulf Coast Section Treasurer

DALLAS-FORT WORTH SECTION

Dallas-Fort Worth Section Chair-elect
Dallas-Fort Worth Section Secretary
Dallas-Fort Worth Section Treasurer

AUSTIN SECTION

Austin Section Chair-elect
Austin Section Secretary
Austin Section Treasurer

SOUTH TEXAS SECTION

South Texas Section Chair-elect
South Texas Section Secretary
South Texas Section Treasurer

WEST TEXAS SECTION

West Texas Section Chair-elect
West Texas Section Secretary
West Texas Section Treasurer

Eligibility for Office:

- A Fellow or Full-Member shall be eligible to all offices and committees.
- An Associate Member shall be eligible to the offices of Secretary, Treasurer, and various appointments by the Executive Committee, but not President, President Elect, or Trustee, and shall be eligible to the various Section offices, and Chapter/Section committees.
- An Affiliate Member or Student Affiliate Member shall have no vote and shall not be eligible to office, but may be appointed to various committees other than the Society's standing committees and shall have the privilege of attending meetings of the Chapter and of participating in them.
- Although not a mandatory eligibility requirement, it is encouraged that for continuity of operations, all Chapter Level officer candidates serve a minimum of one year at a local Section level prior to running for Chapter-level officer positions.

To confirm your membership status contact ASLA National Office, Member and Chapter Services, at 202.898.2444.

T E X A S

Chapter Officers Responsibilities:

CHAPTER PRESIDENT-ELECT – The Office of President is a three-year commitment, serving on the Chapter Executive Committee in the offices of President-elect, President, and Past-President. Assists the President and acts in that capacity during the President's absence, and shall perform such other duties as are customary to the office or as may be assigned by the Executive Committee. Upon assuming the office of President, this position is responsible for management of the Chapter, which includes financial oversight and record keeping; assisting the treasurer to coordinate the Chapter's outside accounting services for filing tax returns; contracting for goods and services; appoints chairs for committees and ensures that the Chapter meets the minimum service requirements and responds to the member needs. In addition the President has responsibilities to the national organization and to the Chapter Presidents Council, of which he/she is automatically a member.

CHAPTER SECRETARY – Elected to a one year term. Has the primary duty of keeping the records which include but are not limited to: election results, maintaining and updating regularly the chapter membership roster, record of the minutes of all proceedings of the Chapter Executive Committee, and record chapter constitution and bylaws updates; record email notices/newsletters to membership. The secretary issues all notices of meetings to the Executive Committee and performs other duties as are customary to the office or as may be assigned by the Executive Committee.

CHAPTER TREASURER – Elected to a one-year term. Has the responsibility as the keeper of the Chapter financial records. Collects dues rebates from the national office, collects miscellaneous fees and other monies, and collects revenues from the Chapter Annual Meeting. Disburses funds as authorized by the Executive Committee. Keeps the permanent record showing the detailed account of all monies received and paid out, and presents regular financial reports to the Executive Committee. Provides detailed records to the Chapter's outside accounting services for tax filing purposes.

CHAPTER TRUSTEE - The Trustee shall be elected for a term of three years and shall represent the Chapter on the Society's Board of Trustees. The Trustee shall present the Chapter Executive Committee's recommendations or proposals to the Board of Trustees; keep the Chapter Executive Committee informed of policies instituted by the Board of Trustees; and perform such other duties as are customary to the office of Trustee or as may be assigned by the Executive Committee.

Section Officers Responsibilities:

SECTION CHAIR-ELECT – the Chair is the only required officer of the section. Chair-elect assists the Section Chair with the functions of the Section and acts in that capacity in the Chair's absence. Assumes the office of Chair at the end of the Section Chair's term, and is invited to serve on the Section executive committee in the office of Past-Chair for one year. As Chair, you represent the section on the Chapter Executive Committee for both conference calls and in-person meetings. Presides over section business meetings and communicates with the section membership to direct section programs, activities, and services. Create section committees, as necessary, and appoint chairs to those committees. Assure that all section business meetings are recorded and sent to the Chapter Executive Committee as a section report. Perform duties as assigned by the Chapter Executive Committee. May also serve additional terms if elected by the Section.

Other typical Section Offices are: **SECTION SECRETARY** and **SECTION TREASURER**. Duties performed at the local section level are similar in nature to those of the Chapter offices.

**To be considered for the 2011-2012 ballot, please submit your interest, in writing, with brief bio & ASLA experience to Kimberly Terrell, Past President
by email to k-terrell@sbcglobal.net
by July 18, 2011 at midnight**

For additional information on the above listed offices, or opportunities for volunteering on committees, you may also contact: Kelly Snook, Chapter President, kfsnook@yahoo.com ; Randy Phillips, Trustee, (214) 638-0145 TXTrustee@TexasASLA.org ; or Kimberly Terrell, President-Elect, 281.275.2882, TXPresidentElect@TexasASLA.org .