

Sanibel Leadership Association, Inc.

Nomination Form - Secretary

In accordance with its Bylaws, the *Sanibel Leadership Association, Inc.* invites nominations for the Board of Directors/Executive Committee position of ***Secretary***. The duties and responsibilities of the ***Secretary*** are as follows:

- attend all Association meetings and record proceedings of same;
- maintain a record of contact information of all members of the Board of Directors and of the Executive Committee including but not limited to postal address, email address, work and home telephone numbers;
- record all amendments to the Bylaws; and
- perform any other duty, as directed by the President or the Conference Chair.

Nominations and self-nominations are accepted. Nominations may only be made on this form. This nomination form must be fully completed and submitted to the President by 2:00 p.m., Friday, June 20, 2014.

Name of Person Making the Nomination _____

Email _____ Mobile Phone _____

Name of Nominee _____

College/District/University _____

Email _____ Mobile Phone _____

Please provide a brief explanation of why this individual is suited to serve as ***Secretary*** on the Board of Directors/Executive Committee of the *Sanibel Leadership Association, Inc.*
