

CALL FOR NOMINATIONS

POSITION AVAILABLE

SECRETARY- Windsor-Essex Chapter

POSITION DETAILS:

- Document Executive Committee meeting minutes; type and process them to the Chapter President;
- Receive nominations for the Lois A. Fairley award electronically & via mail and forward them to John Fairley for selection; Send thank you letters to the nominators and congratulatory letters to the nominees;
- Assist with the planning & running of various Chapter activities throughout the year;
- Assist with compilation and distribution of Chapter Newsletter;
- Commit 1 evening per month to meet with the Chapter Executive;

ELECTION PROCESS:

- Windsor-Essex Chapter Executive will be accepting nominations for said position until October 12th, 2012;
- Voting will take place at the Windsor-Essex Chapter RNAO Annual General Meeting, October 17th, 2012 using secret ballot method;
- If present, winning nominee will be notified at meeting, if not present, the Executive will contact individual via phone or email;

Please see submit nomination form via email to the Windsor-Essex Chapter Executive Committee at windsorsexrnaoAGM@gmail.com with the following information:

- 1) Name
- 2) Membership Number
- 3) Contact info (phone, address, email)
- 4) Brief description why you want to be Chapter Secretary

Please feel free to email any questions you may have regarding this position.

Thank you,

Windsor-Essex Chapter RNAO Executive Committee