



Maryland Public Health Association

Nomination Application

Nominations are now being accepted for 2017-2018 MdPHA Officer and Board of Director (BOD) positions. Please note that the MdPHA bylaws are under review, and some of the responsibilities of these positions may change slightly. Changes, if accepted by the membership, are indicated in parentheses and would go into effect at the Annual Conference on October 25. You must be a member of MdPHA to run for a position. Please see our [bylaws](#) for a full description of all positions and other organizational guidelines. Completed applications are due by **Thursday, September, 15** to Hoai An Truong (htruong@abcforyourhealth.org).

Officers:

Officers serve on the Executive Committee (EC) of the Board, which includes the President, President-Elect, Immediate Past-President, Secretary, Treasurer, and Affiliate Representative to the Governing Council (ARGC). The EC meets at least once per quarter to examine administrative problems or to make decisions on an emergency basis within a time period for which it would not be possible to call a full BOD meeting.

President-Elect—The **President-Elect** shall: (1) serve as Chairperson of the Program Committee with responsibility for planning and coordinating all MdPHA sponsored programs, (2) prepare an annual program budget and (3) conduct program evaluation. The President-Elect will automatically become President at the first board meeting following the annual meeting at the conclusion of his/her two-year term.

(Position would become a 1 year position, not 2, followed by 1 year as President and 1 year as Immediate Past-President.)

Treasurer—The **Treasurer** shall: (1) be responsible for the funds and financial records of the Association; (2) be the custodian of the MdPHA's contracts, articles of incorporation, fidelity bonds, and other legal documents, which shall be kept in a safe deposit box held by the Association in a bank approved by the Board; (3) prepare an annual budget with guidance from the President-Elect; (4) maintain correct and complete books and records of accounts; (5) make a financial report at meetings of MdPHA and the Board of Directors, and attach a copy to the minutes of these meetings; (6) collect all receipts, depositing them to the account of MdPHA, in a depository approved by the Board of Directors; (7) pay by check from funds on deposit, all just bills owed by MdPHA. These checks must bear the signature of the Treasurer, President, President-Elect, or Secretary; (8) obtain approval from the Board of Directors for any



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expenditure exceeding \$200, excepting general operating expenditures and items approved in the annual budget; and (9) serve as Chairperson of the ad hoc Finance Committee, as needed.

(Finance Committee is now a standing committee, not ad-hoc, and Treasurer will serve as Chair. The Treasurer position is currently a 2 year position, but would become a 1 year position.)

Secretary—The **Secretary** shall: (1) maintain a written record of the minutes of all meetings of the Association, the Board of Directors, and the Executive Committee; (2) record decisions made at meetings of the Association and of the Board of Directors; and (3) perform all duties incidental to the office of Secretary and such other duties as may be prescribed by these By-laws or as may be assigned by the Board of Directors.

(The Secretary position is currently a 2 year position, but would become a 1 year position.)

At-Large Directors:

At-Large Directors meet at least once per quarter (alternating in-person or by electronic means). Directors serve staggered two-year positions, with a maximum of nine total positions.

The **At-Large Directors** shall: (1) attend meetings of the Association and of the Board of Directors, (2) serve as chairpersons or members of at least one Association committee, and (3) perform such other duties as may be prescribed by these By-laws or as may be assigned by the President or President-Elect.

(No changes to At-Large Directors description)



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I am nominating: Myself Someone else

Position: President-Elect Treasurer Secretary At-Large Director

Name:

Degree(s):

Email address:

Phone:

Please describe in 250 words or less why you would make a good candidate for this position. If you are nominating another person, please briefly describe why this person would be an ideal candidate. Provide their full name, email address, and phone number so we may follow up with them. (Please attach this narrative as a separate document with your application)