



April 18, 2018

Dear Atlanta Chapter Member:

In accordance with the Chapter By-Laws, the Atlanta Chapter is required to conduct elections of officers to be completed by June 2018. We are hereby requesting nominations for chapter officers to server for the period of July 2018 thru June 2020. The following offices are open for nominations:

- ❖ President
- ❖ Vice President
- ❖ Secretary
- ❖ Treasurer

All members "in good standing" are eligible to nominate, or be nominated to hold office. A member in good standing is defined as being current as of January 31, 2018.

We look forward to s successful election with the participation of all eligible members. All nomination are due by close of business May 1, 2018 via email or US Mail. If you have any questions, please contact Election Committee Members: Tonya Saxon [tsaxon@itsmarta.com](mailto:tsaxon@itsmarta.com) or Ryland McClendon [Rmmclendo@itsmart.com](mailto:Rmmclendo@itsmart.com).

Sincerely,

*Rhonda Briggins*

Rhonda Briggins  
President COMTO Atlanta Chapter

## **2018 Office Descriptions**

### **Office of President**

1. Conduct the business of the chapter in accordance with the chapter bylaws and serves as Chairperson of the Expanded Executive Committee.
2. Preside at all chapter meetings.
3. Communicate and interpret all National policies, procedures and directives.
4. Serve as a link between the local membership and the National Office on matters affecting policy.
5. Appoint committees and committee chairpersons as needed for chapter operations.
6. Serve as an ex-officio member of all committees that are established within the chapter.
7. Serve as the chief spokesperson for the chapter and keeps membership informed of all chapter business and activities.
8. Represent the chapter among chapter's members, the general public, and other professional organizations.
9. Maintain contact with the general membership of the chapter.
10. Receive, disseminate and respond to, as appropriate, memoranda and information from COMTO National.
11. Be subject to the National Bylaws, Article VI, and Sections 1-7, related to Council of Presidents' responsibilities.

### **Office of Vice President**

1. Assume the duties of the President and serve as the presiding officer whenever the President is absent or unable to fulfill the duties of office.
2. Serve as the Vice President of the chapter for legal purposes.
3. Serve as the Acting President of the chapter for the unexpired portion of the President's term in the event of a vacancy in the presidency.
4. Chair the Nominating Committee.
5. Perform specific assignments delegated by the President.
6. Prepare for the office of Chapter President.

### **Office of Secretary**

1. Record and keep a written account of all chapter and Expanded Executive Committee meetings.
2. Publish and distribute copies of all meeting minutes to the officers and Expanded Executive Committee and/or chapter membership prior to or at the next meeting.
3. Maintain close contact with the National Office and supply required reports and records, including quarterly and annual reports of chapter activities.

4. Assists the President of the chapter in developing meeting agendas.
5. Notifies each chapter member of meetings at least two weeks in advance of the meeting. Meeting notices should be complete in detail as to time, place, and purpose of the meeting, and other material or informational matter approved by the Chapter President.
6. Maintains an official book and electronic record of minutes of all chapter and Expanded Executive Committee Meetings, which shall be passed along to future secretaries within thirty (30) days of vacating the office.
7. Serves as the chapter's official correspondent and in this capacity, handles all written communication with the National Office, and at other times as may be directed by the President (a file of such correspondence should be established for future reference and passed along to future secretaries).
8. Prepares informational articles and quarterly reports, in conjunction with the President and/or Public Relations Committee as appropriate, regarding recent chapter activities for inclusion in the COMTO National and COMTO Atlanta newsletters and websites.
9. Keeps the National Office advised of name/address changes of the officers.

### **Office of Treasurer**

1. Be responsible for the maintenance and administration of all chapter finances and keeping permanent accounts of the chapter funds.
2. Collect and deposit membership dues and other income in a commercial bank account at a local bank.
3. Maintain accurate and up-to-date membership records and forward names and contact information of new chapter members to the National Office, Local Chapter Membership Committee Chair and Chapter Secretary.
4. Maintain accurate records for such deposits in order to be ready at any time to present a report of the chapter's financial status.
5. Prepare financial reports and provide copies for auditing.
6. Prepare monthly, quarterly, and annual financial reports for submission to the National Office with the chapter's quarterly and annual reports.
7. Assist in the development of a reasonable budget for the chapter and monitor expenditures throughout the year.
8. Pay all chapter expenditures as approved by the Executive Committee and endorsed by both the Treasurer and the President.
9. Keep accurate records of these disbursements.
10. Arrange for the annual audit of chapter financial operations.

# NOMINATION FORM

Nominee for the Office of President:

Name \_\_\_\_\_

Email \_\_\_\_\_

Employer \_\_\_\_\_

Phone number \_\_\_\_\_

Nominee for Office of Vice President:

Name \_\_\_\_\_

Email \_\_\_\_\_

Employer \_\_\_\_\_

Phone number \_\_\_\_\_

Nominee for Office of Secretary:

Name \_\_\_\_\_

Email \_\_\_\_\_

Employer \_\_\_\_\_

Phone number \_\_\_\_\_

Nominee for Office of Treasurer:

Name \_\_\_\_\_

Email \_\_\_\_\_

Employer \_\_\_\_\_

Phone number \_\_\_\_\_

***All members "in good standing are eligible to nominate and be nominated to hold office position. A member in good standing is herein defined as being current with respect to dues payment.***

Nominator's Name (printed): \_\_\_\_\_

Nominator's Signature: \_\_\_\_\_

Please email this form via email or US Mail by Close of Business Tuesday, May 1, 2018

**EMAIL RETURN ADDRESS**

[tsaxon@itsmarta.com](mailto:tsaxon@itsmarta.com) 404-848-5340

**US MAIL ADDRESS**

COMTO Atlanta  
2424 Piedmont Rd N.E.  
Atlanta, GA 30324