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**2018 AIA Central Oklahoma Board Positions Open for Election:**

*(Candidates for these positions must be a licensed architect, AIA member).*

**President Elect:** In the absence of the President, the President Elect shall exercise general supervision of the Chapter’s affairs and shall preside at meetings of this Chapter and the Board of Directors. In the absence of the President, the President Elect shall act as spokesperson of this Chapter. The President-Elect position is a one year term and this individual will move into the President’s position the following year and then into the Past President position.

**Vice President:** In the absence of the President and the President Elect, the Vice President shall exercise general supervision of the Chapter’s affairs and shall preside at meetings of this Chapter and the Board of Directors. In the absence of the President and the President Elect, the Vice President shall act as spokesperson of this Chapter. The Vice President will also volunteer and serve on at least one chapter committee. The Vice President position is a one year term.

**Secretary:** The Secretary shall act as the recording and corresponding secretary of the Chapter. The Secretary shall safeguard all property of the Chapter and issue notices, with the assistance of the Executive Director, of the Chapter. The Secretary will also volunteer and serve on at least one chapter committee. The Secretary position is a one year term.

**Treasurer:** The Treasurer shall have charge and exercise general supervision of the Chapter’s financial affairs. The Treasurer will also volunteer and serve on at least one chapter committee. The Treasurer position is a one year term.

**Director:** The Director’s of the AIA Central Oklahoma Chapter will be responsible for serving one and overseeing at least one chapter committee. The Director’s position is a three year term.

In addition to the duties listed above, every AIA Central Oklahoma Board member is asked to commit to:

* Make personal fundraising calls to raise money for AIA Central Oklahoma and its yearly events. And will continue to work until the chapter fundraising goals have been met.
* Volunteer for the AIA Architecture Tour set to take place on Saturday, April 14, 2017.
* Attend 8 of the 11 Board meetings throughout the year.
* Attend 4 of the monthly luncheons and 4 Architecture after 5 events throughout the year.
* Attend the AIA Central Oklahoma Golf Tournament either as a participant or as a volunteer and encourage architects to participate in the event.
* Actively promote membership and recruit members into the AIA Central Oklahoma Chapter.
* Serve on at least one ongoing chapter committee.

Each candidate will be asked to give a 2-3 minute candidate speech before the official election on Thursday, November 15 at the AIA Central Oklahoma November Luncheon.

**If you are interested in serving on the 2018 AIA Central Oklahoma Board of Directors, please complete the form below.**

**Candidates Nomination Form**

**2018 AIA Central Oklahoma Board of Directors**

*Deadline to return: Friday, October 5, 2017*

I. Nominee Information:

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Name Company Email

I wish to run for the position of:

President Elect Vice President Treasurer Secretary Director (3 year term)

II. Describe the skills and attributes you would bring to the AIA Board of Directors:

III. Please include a short bio:

IV. Please include a head shot with your nomination form.

Nominator Information (if applicable)

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Name Company Email

Please return by 4 pm on Friday, October 5 to:

 Melissa Hunt, Executive Director

 AIA Central Oklahoma

 aiacoc@cox.net

Each candidate will be asked to give a 3 minute candidate speech before the official election on Thursday, November 15 at the AIA Central Oklahoma November Luncheon.