

NMLSTA currently is accepting nominations for the positions of President-Elect, Treasurer, and two members of the Board of Directors to begin in April 2019. Newly elected Board Members will be announced to the Membership at the Board and Membership meeting during the NSTA National Conference in St. Louis

President-Elect

Anyone who has been a member of NMLSTA for three years in good standing and is a current member can be a nominee for President-elect. The President-elect will serve a 1-year term in that position; serve a second 1-year term as President*; and finally, a third 1-year term as Past-President*.

Duties of the President-elect:

1. Assist the President as appropriate and necessary.
2. Serve on the Budget committee.
3. Assist in the leadership of the Executive Team.
4. Assume the duties of the President when necessary.
5. Attend all meetings of the Board of Directors

*Duties of the President and Past President are found in the NMLSTA Bylaws, adopted November 2017.

Treasurer

Any member in good standing of NMLSTA can be a nominee for Treasurer. The term of the Treasurer is 3 years. Applicants for Treasurer will need to indicate background in book keeping and/or financial experience.

Duties of the Treasurer

1. Receive moneys and keep and continuous and complete record of the finances of the Association.
2. Pay all bills as budgeted and authorized by the Board of Directors in a timely manner.
3. Prepare and present an updated Treasurer Report at each meeting of the Board of Directors and at any other time as requested by the President.
4. Submit an Annual Financial Report to the President for inclusion in the Annual Report.
5. Provide Officers and committee Chairs with information concerning previous expenditures.
6. Serve on the Budget, and Executive Team.
7. Be a non-voting member of the Audit Committee and have the responsibility of ensuring the distribution of the Committee's report to the Membership.
8. Prepare reports to governmental agencies, as appropriate and required.

Board of Directors

Any member in good standing of NMLSTA can be a nominee for the Board of Directors. Two Directors are elected each year for 3-year terms.

Duties of Elected Directors

1. Serve as the primary liaison between the Membership and the Board of Directors and Committees.
2. Attend all meetings of the Board of Directors.
3. Actively promote membership in the NMLSTA.
4. Actively serve on Committees as determined by the President.

5. Be responsible to promote middle level science education through active involvement in other organizations and activities.
6. Submit written reports of their activities (specified in 1-5 above) to the President for inclusion in the Annual Report.
7. Assume other such duties as the Board of Directors shall specify.

If you would like to nominate yourself for one of the above positions, the following should be submitted **in one packet**, via email with the subject line *NMLSTA Nominations*, to the Elections Chairperson, Mary Lou Lipscomb (mllscience@aol.com):

1. One-page professional vitae (resume) including education, teaching experience, professional memberships, activities, and awards.
2. A description indicating your qualifications for the position (100 words maximum).
3. Statement of (a) your educational philosophy and (b) goals you would like to pursue in the position for which you are applying (200 words maximum).
4. One letter of support from an administrator or colleague who knows your work.

Please carefully follow all the above requirements for submission, or your submission may not be accepted.

Your responses to numbers 1,2, and 3 will be posted on the NMLSTA website for members to read.

**Submission Deadline is January 15, 2019
Voting will be done electronically during February 2019**