



NMLSTA currently is accepting nominations for the positions of President-Elect, Treasurer, and two members of the Board of Directors whose terms will begin in April, 2022. Newly elected Board Members will be announced at the Board and Membership meeting tentatively scheduled for March of 2022. All candidates must be a current NMLSTA member in good standing. For more information about positions please refer to the [NMLSTA Bylaws](#). Complete nominations are due by February 14, 2022, and electronic voting will occur in February, 2022.

President-Elect (Must be a current member in good standing for at least three years)

Term: Total of 3 Years

1. Year 1: Serve as President-elect
2. Year 2: Serve as President
3. Year 3: Serve as Past-President

Duties of the President-elect:

1. Assist the President as appropriate and necessary.
2. Chair 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

Treasurer: (Must be a current member in good standing)

Term: Total of 3 Years

Duties of the Treasurer:

1. Receive moneys and keep a 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 (Must be a current member in good standing)

Term: 3 Years

Duties of Elected Directors:

1. Serve as the primary liaison among the Membership, 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. Submit written reports of their activities (specified in 1-5 above) to the President for inclusion in the Annual Report.
6. Assume other such duties as the Board of Directors shall specify.

Nomination Process: Deadline February 14, 2022

1. Electronically submit the following in one email with the subject line NMLSTA Nominations to the Elections Chairperson, Anne Farley Schoeffler at aschoeffler@nmlsta.org
 - a. **One-page** professional vitae including: name, institution (name, job title, city, state), education, teaching experience, professional memberships, activities, and awards.
 - b. A description indicating your qualifications for the position (**100 words maximum**).
 - c. Statement of your educational philosophy and goals you would like to pursue in the position for which you are applying (**200 words maximum**).
 - d. **One** letter of support from an administrator or colleague who knows your work.
2. Items 1b, and 1c will be posted on the NMLSTA website for the membership to read prior to voting.