**IdAEP Officer and At-Large Director**

**Self-Nomination Form**

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| Name: |  |
| Company or Affiliation: |  |
| City |  |
| Phone Number: |  |
| E-mail Address: |  |
| Desired IdAEP officer position (see back of this form for description of positions): | |
| Please provide a paragraph in the space below that we can include in a voting information packet. The paragraph should include brief descriptions of:   * Your role and environmental duties at your current company or affiliation; if retired what are your current environmental activities? * Your past NAEP and/or IdAEP Chapter involvement (committees, offices held, etc.) * Other associations you are active in * Any other information you’d like the members to consider, such as what part of the state you are based out of and personal interests * Please include a .jpg or .png photograph of yourself for inclusion in a voting information pamphlet * [Enter information here...] | |
| Serving on the board includes the expectation that you are able to commit to attending at least 3 virtual quarterly board meetings one of which would be an annual meeting that may be held in a physical location as well as virtually. | |

Email this completed form to [idahoaep@gmail.com](mailto:idahoaep@gmail.com).

**Roles and Responsibilities of IdAEP Board of Directors:**

**President—**The President shall be the chief executive officer of The Association and, in the recess of the IdAEP Board, shall control The Association’s business and affairs, subject, however, to the right of the IdAEP Board to delegate any specific power to any other officer(s) of The Association. The President shall be a member of the IdAEP Board and shall preside at meetings of the Directors and at meetings of the members. The IdAEP President must be at least a ‘General’ member of NAEP.

**Vice President—**If the office of the President shall become vacant by death, resignation, or otherwise, or in the absence of the President, or if he/she is unable to discharge the duties of the office, such duties shall devolve to the Vice President. The Vice President shall also perform such other duties as the IdAEP Board may from time to time authorize. The Vice President shall be a member of the IdAEP Board. The IdAEP Vice President must be at least a ‘General’ member of NAEP.

**Treasurer—**The Treasurer shall have custody and keep account of money, funds, and property of The Association, unless otherwise determined by the IdAEP Board, and shall render such accounts and present such statement to the Directors and President as may be required. The Treasurer shall deposit funds of the Association in such bank(s) as the IdAEP Board may designate. The Treasurer shall keep bank accounts in the name of The Association and shall show the current Association books and accounts at reasonable times to any Director of The Association upon request. The Treasurer shall pay out money as the business of The Association may require, or upon order of a properly constituted officer of The Association, provided, however, that the IdAEP Board shall have the power by resolution to delegate any of the duties of the Treasurer to other officers, and to provide by which officers, if any, bills, notes, checks, vouchers, orders, and other instruments shall be countersigned. No payments can be made to the Treasurer by the Treasurer. The Treasurer shall maintain accurate lists of current members for use by the Board and officers.

The Treasurer shall be a member of the IdAEP Board. The Treasurer shall also perform such other duties as the IdAEP Board may from time to time authorize. An annual financial statement for the Association shall be provided to each Board member at the annual meeting by the Treasurer. If both the President and Vice President are absent from any meeting, the Secretary, then Treasurer, shall preside.

**Secretary—**The Secretary of The Association shall keep the minutes of meetings of The Association and the IdAEP Board; shall be responsible for sending and receiving notices of The Association; and shall keep the books and other papers of the IdAEP Board, except that the Treasurer shall maintain the current financial records of The Association. Past records will be the responsibility of the Secretary to maintain. All of the aforementioned shall be open to examination upon request at any time to the Secretary. The Secretary will use the current member list for communicating. The Secretary shall also perform such other duties as the IdAEP Board may from time to time authorize. The Secretary shall be a member of the IdAEP Board. If both the President and Vice President are absent from any meeting, the Secretary, then Treasurer, shall preside.

**NAEP Chapter Representative—**At each annual meeting, the IdAEP Board shall appoint, at its discretion, an Association general member in good standing to represent the IdAEP Chapter at meetings or other functions conducted by the NAEP during the following year. The Chapter representative will report to the IdAEP Board an account of activities carried out by the representative in fulfillment of their responsibilities. These reports will be submitted at least quarterly. The IdAEP vice president position will serve as the Chapter Representative if the IdAEP Board does not choose a separate Chapter Representative. IdAEP will not compensate or reimburse the individual for costs incurred.

**Directors at Large—**The Directors at Large shall be assigned to assist with the implementation of The Association and the IdAEP Board goals. Duties will be discussed and determined as the needs of the organization are identified. The Directors at Large shall be a member of the IdAEP Board.