



## **Nomination Form Instructions Positions available for 2017 elections PRESIDENT and TREASURER**

### **Eligibility:**

- ❖ Nominees must be regular members in good standing of the Association for one year with a record of at least 50% attendance at the Florida State Foster/Adoptive Parent Association quarterly membership meetings.
- ❖ Served on a FSFAPA committee for one year and/or served on their local Association board for a period of one year; and have no spouse currently serving on the Board of Directors.
- ❖ Furthermore, they will provide a letter of recommendation from their local Association Board of Directors.
- ❖ In case of a sole nominee, he/she can be elected by acclamation by the Board of Directors.

### **Format:**

- ❖ Name of nominee, contact information
- ❖ Name of person doing the nominating
- ❖ Reason for, nominating this person.
- ❖ See attached page.

### **What to Include:**

- ❖ Within 30 days of accepting the nomination the candidate must present to the nomination chair a letter from their agency stating they are a licensed foster or adoptive parent in good standing with their agency and are of high moral conduct. This letter will be required each time a candidate is nominated.
- ❖ A personal Bio.

### **Deadline:**

- ❖ **Nominations are made to the Nominations Chair at the quarterly general membership meeting of the Association prior to the quarterly meeting in June. At this meeting nominations may also be made from the floor.**



## Nomination Form

PRESIDENT NOMINEE

Nominated By:

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Phone Number:

Phone Number:

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Email Address:

Email Address:

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**EMAIL NOMINATIONS TO: CURTIS  
BYRD,  
NOMINATIONS CHAIR**

Email:  
Fsfapa-secretary@panhandle.rr.com

Reason for nominating this person as President of FSFAPA:

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## Nomination Form

**TREASURER NOMINEE**

**Nominated By:**

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Phone Number:

Phone Number:

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Email Address:

Email Address:

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**EMAIL NOMINATIONS TO: CURTIS  
BYRD,  
NOMINATIONS CHAIR**

Email:  
Fsfapa-secretary@panhandle.rr.com

**Reason for nominating this person as Treasurer of FSFAPA:**

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## **DUTIES OF THE PRESIDENT & TREASURER**

### Section I – Duties of the President:

1. To develop agendas for and to preside over all general and board meetings of the Association.
2. To be responsible for the general management/supervision of the affairs and operation of the Association.
3. To appoint the chairperson of all committees and present them to the Board of Directors for approval by vote and to serve as an ex officio member of those committees.
4. To cast the deciding vote in the event of any tied issues.
5. To officially and publicly represent the Association.
6. To perform such other duties as provided by these Bylaws or as commonly assigned to the office of President.
7. To sign contracts of obligations authorized by the Board of Directors.
8. Along with the Treasurer, and one other Board member, the President will co sign on checks, drafts, notes, and other payments of monies that are authorized by the Board of Directors.
9. To maintain order and decorum, to respond to parliamentary inquiries, points of order and to maintain impartiality at all meetings.
10. Must not comment on motions during the course of debates unless he/she first vacates the chair of President. He/she may respond to factual questions without vacating the chair. If he/she vacates the chair, he/she should not return to it until membership has disposed of the main motion.

### Section V – Duties of the Treasurer:

1. To Collect and safeguard all funds of the Association.
2. To disburse such funds as authorized by the Executive Board for the standard operating expenses of the Association up to \$400. To be replenished as needed. An authorization for any purchase over the \$400 limit will require at least 4 affirmative votes from the Executive Committee, one of which must be the president. This may be done electronically provided the Treasurer is in receipt of the email response of the Executive Committee members. The rule of pre-authorizing spending over \$400 will not apply to conference expenses that do not exceed the budgeted amount.
3. To be bonded. The Association and the Insurance Company will provide bonding. Information on a newly elected Treasurer must be provided within thirty (30) days of election to replace the information on the insurance policy.
4. To keep accurate records of all financial transactions of the Association and report to the membership the current financial status of the Association at every quarterly meeting.
5. To prepare a report and mail to the State of Florida as required for contract monies on or before the 9th day of each month. If the 9th should fall on a Saturday or Sunday the report must be prepared and mailed before that date.



6. To Chair the Finance Committee and present an annual budget of the Association by the first quarterly meeting of the year.
7. To prepare an annual report to be audited by the Executive Board prior to the first meeting of the calendar year and to be presented to the membership at the first general membership quarterly meeting of the calendar year.
8. To maintain funds in a bank that operates statewide. Two separate accounts should be maintained: one for general funds and one for funds from the state contract. Each account should be set up to be accessed by the Treasurer, President and a third board member who is appointed to sign on checks by sharing the account number and password.
9. On or before the 15th of each month a monthly financial report must be sent to each member of the Board of Directors. This report should itemize all spending and deposits and show the balance of both accounts. This report may be done electronically if all members of the Board that has Internet connections are listed as recipients of the report. Any member that does not have an Internet connection should be mailed a report.
10. To perform other duties as provided by these Bylaws or as are commonly assigned to the office of Treasurer.
11. To co-sign on checks, drafts, notes and orders for payment of monies which have been duly authorized.
12. To sign and execute contracts in the name of the Association, authorized by the Board of Directors.