

**Association of Florida Colleges**

**Miami Dade College Chapter**

**Nominations for 2020-2022 Chapter and Campus Boards**

Put your name forward for office – or nominate someone you feel would make a good officer. ***Please make sure the person has agreed to run for office***.

These are the AFC positions:

College Chapter President

College Chapter Secretary

College Chapter Membership Chair

and

Campus Vice President

Campus Secretary

Campus Treasurer

Campus Membership Chair

* College Chapter officers **must have two years** of active membership.
* If you have any questions regarding the duties and/or responsibilities of any college or campus office, please, refer to the enclosed AFC revised bylaws or visit the AFC webpage at [http://www.HYPERLINK "http://www.myafchome.org/"mHYPERLINK "http://www.myafchome.org/"yafchome.org](http://www.myafchome.org/)
* Some travel is involved for the positions of College Chapter President and Campus Vice President.

I would like to run for the position of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I would like to nominate (permission granted):\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_

By Member’s Name: \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominee’s Campus & Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please fill-out and email this document or copy and paste the nomination information above to Bertha Cabrera at bcabrera@mdc.edu

Due date: **12:00 pm on Friday, September 20, 2019**.

Thank you!

* **Duties of the Officers:**

**President shall***:* Preside at meetings of the Executive Board and the Chapter; represent the Chapter in all matters; call meetings of the Executive Board; call meetings of the chapter – three meetings per year; authorize expenditures from Chapter/Campus funds; establish and appoint a Nominating Committee and Chair for elections; establish and maintain the Campus AFC account for his/her campus; conduct a yearly review and update of Chapter Bylaws; establish and appoint members to other committees, as necessary, and serve as an exofficio member of such committees. Report all election results to the AFC office in Tallahassee in a timely manner. The President shall also process and maintain an accurate record of the travel expenditures from Chapter/Campus members reimbursed from the District Account for MDC and maintaining a working relationship with District Leadership, providing monthly membership totals while maintaining accurate membership accountability.

**The Vice Presidents shall:**  Perform duties assigned by the President; appoint the Membership Chair for his/her campus; serve as assistant chairperson of the membership committee for each of their respective campuses; keep all campus records as pertaining to AFC; assist in the organization of a minimum of three fundraising activities per year for his/her campus; and assist the membership chair with the organization and direction of membership drives.

**The Treasurer shall:** Perform duties assigned by the President/Vice President; receive all monies of the Chapter/Campus (i.e. membership dues, fundraising, etc.): forward these funds to through the College’s procedures for the Campus’ account/qual; disburse Chapter/Campus funds upon authorization for the Executive Board and/or general membership; submit a quarterly financial report to the Chapter/Campus; provide a paid membership list to the Chapter/Campus Secretaries, and the Chapter President; and provide membership cards, if available, to all members on their Campus.

**The Secretary shall**: record all meetings of the Chapter/Campus and of the Executive Board; maintaining lists and contact groups of the membership; maintain the general records of the Chapter/Campus; act in the absence of temporary disability of the Vice Presidents; maintain a membership database by Campus/Chapter; work in coordination with other campus secretaries and with the Chapter Secretary to keep the membership data current at all times. The Secretary shall also disseminate all AFC publications throughout the Chapter/Campus; disseminate all Chapter/Campus information via email and other social media.

**The Membership Chair shall:** establish membership recruitment criteria; maintain a list of new hires and retirees for recruitment/retention purposes; notify the AFC Secretaries with names of new members; assist with the maintenance of the AFC membership database; and coordinate with all Chapter/Campus Membership Chairs and Tallahassee to make sure the database is current at all times.