

CALL FOR NOMINATION FORM
NATIONAL ASSOCIATION OF WOMEN BUSINESS OWNERS
SPRINGFIELD, IL CHAPTER
Chapter Officers Nominations for 2009-2010

COMPLETED FORM MUST BE RETURNED BY APRIL 08, 2008

Please Type or Print Legibly

Name: _____ Business Name: _____
Address: _____ City/State/Zip: _____
Telephone: _____ Fax: _____
E-Mail: _____ Web Site: _____

BUSINESS HISTORY:

No. of Years in Current Business: _____ No of years as Business Owner: _____
No. of Employees Full Time: _____ Year Joined NAWBO: _____

POSITION: Candidate may be nominated for more than one position.

____ President-Elect ____ Secretary ____ Treasurer

QUALIFICATIONS: Include dates and titles of offices and leadership positions held in NAWBO or other organization boards.

REFERENCES: Please provide references who can address the Nominee's qualifications for leadership on the Springfield NAWBO Board.

Name: _____ Telephone _____
Email: _____ Fax _____

Name: _____ Telephone _____
Email: _____ Fax _____

Name of nominator (if you are nominating yourself, please put your name down)

Email _____ Telephone _____
Fax _____

Return completed form via fax, email or mail, no later than April 08, 2008 to:

Roxie Rezin, Nomination Committee Chair
5 Red Bud Lane, Springfield, IL 62712
Phone 529-9711, Fax 529-0555
email – roxie@rezininsurance.com

2009-2010 Springfield NAWBO Board Officers Job Descriptions for Vacancies

The NAWBO Springfield Board of Directors shall be responsible for carrying out the duties described in the Bylaws of the Association.

The job descriptions for current positions available for the 2009 – 2010 Board of Directors are as follows:

- + PRESIDENT-ELECT shall serve as a director; serve on NAWBO's Presidents Assembly and vote on the chapter president's behalf in her absence; oversee special projects and other duties as assigned by the President; and serve as president should the office of the president become vacant.

- + TREASURER shall serve as a director; oversee the financial activities and records of the chapter; chair the Finance Committee; provide monthly financial statements to the board; be signatory on all checks or drafts issued by the chapter; and ensure that Federal Tax Form 990 is filed timely and submitted annually to NAWBO.

- + SECRETARY shall serve as a director; assure that the corporate records including the minutes of the board are properly maintained; accurately record all actions of the board in detailed minutes of each board meeting; and perform other duties as specified by the president.