

# CAWEE NOMINATION FOR ELECTED OFFICE 2016-2018

Nomination Deadline: March 25, 2016

**Office: President Elect**  
**Regional Representative: (Circle one) North or South**

Name of Nominee \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ ZIP \_\_\_\_\_  
Email: \_\_\_\_\_  
School District: \_\_\_\_\_ Name of School: \_\_\_\_\_  
Teaching Assignments: \_\_\_\_\_  
Current employment responsibilities \_\_\_\_\_  
Other commitments outside of employment \_\_\_\_\_  
Number of years as CAWEE member? \_\_\_\_\_

(Circle one)

1. Has the nominee agreed to be nominated? YES NO
2. Does the nominee have employer's permission to seek a CAWEE state office? YES NO
3. Does the nominee have adequate time to devote to CAWEE, i.e., attendance at Regional Conferences, Executive Board meetings, monthly conference calls? YES NO
4. At CAWEE expense, is the nominee available to attend a mandatory 4-day Strategic Planning Meeting in San Diego, CA during the 3<sup>rd</sup> or 4<sup>th</sup> week of June 2016? YES NO
5. At CAWEE expense, is the nominee available to attend the annual fall conference in October 11-14, 2016? YES NO

## REGIONAL REPRESENTATIVE Responsibilities:

- Shall serve a two-year term of office coinciding with the fiscal year of the Association.
- Must be in at least the second year of membership in CAWEE at the time of candidacy.
- Serves as a voting member of the Executive Board.
- Submits to the President a budget to fulfill the duties of the office. (All travel expenses to/from Conferences/Meetings, etc)
- Acts as Co-Chairperson of the Regional Chapter Presidents' Council and is liaison to the Executive Board for members of this group.
- Encourages the development and participation of Chapters and the Association.
- Assumes leadership in promoting growth and understanding of Work Experience Education, Cooperative Education, Career Education and Work-based Learning in the region.

## PRESIDENT-ELECT Responsibilities

- Shall serve a two-year term (\*six year obligation) of office coinciding with the fiscal year of the Association.
- Must have served at least one year in a voting position on the Executive Board or as President of a local chapter prior to being eligible to assume the office of President-Elect.
- Attends June Strategic Planning, Fall Conference, Board meetings and Conference Calls.
- Serves as President in the absence of that officer, with all powers and prerogatives of the President.
- Submits to the President a budget to fulfill the duties of the office.
- Becomes \*President of the Association during the fiscal year following the two year term of service as President-Elect.
- Serves as a voting member of the Executive Board.
- Serves as the Coordinator of the Annual Conferences.
- Responsible for the minutes of all meetings

## A brief biographical resume must be submitted with the nomination form.

Include the following information: educational background including degrees; personal work experiences; community activities; membership in professional associations; involvement in CAWEE

**Please also submit a letter of support to serve in this capacity from your district Superintendent.**

**NOTE:** Only current active members or life members are eligible to nominate candidates for elected office. Members can nominate themselves.

Nominated by \_\_\_\_\_ CAWEE Chapter \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ ZIP \_\_\_\_\_

MAIL NOMINATION FORM TO: CAWEE Nominations  
c/o R. Stump-Whetzel  
P.O. Box 3323  
Quartz Hill, CA 93586

**Nominations must be postmarked by March 25, 2016.**

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## **Qualifications to Run for CAWEE Office**

### **REGIONAL REPRESENTATIVE:**

Candidate must be voting members in their respective region, as well as a member in good standing with the organization.

### **PRESIDENT-ELECT:**

Candidates must have served at least one (1) year in a voting position on the E-Board or at least one (1) year as President of a local chapter. The years of service need not be immediately prior to candidacy. See nomination form and by-laws for duties.

**\*\*To be eligible to vote, hold an office, and nominate a person or yourself for a position on the E-Board your dues must have been paid by December 1, 2015.**

## Duties Regional Representatives

By Laws:

### Section 4, REGIONAL REPRESENTATIVES

Each region is entitled to two (2) Representatives elected by and from the general membership of each respective region.

Each Representative shall be responsible for the following duties:

- Serve as a voting member of the E-Board.
- Submit to the President a budget for the operational and clerical expenses to fulfill the duties as Regional Representative.
- Submit quarterly reports and other newsworthy items as they occur to the webmaster.
- Contact local chapters in the respective region to obtain and maintain records. Acquire all names and contact information of officers in local chapters within each region of representation.
- Act as liaison between the Chapter Presidents and the E-Board.
- Act as Co-Chairperson of the Presidents Council in each of the respective regions.
- Prepare the agenda for the respective Presidents Council meetings.
- Prepare and distribute minutes of Presidents Council meetings. May distribute minutes to respective Chapter Presidents and the E-Board through the Association Mailgram, electronic means, CAWEE website or the U.S. Postal Service.
- Encourage the development and participation of local/regional chapters of the Association.
- Work with regional chapter members to facilitate chapter meetings, development of chapter meeting agendas, and increasing and maintaining chapter membership.
- Assume any other duties assigned by the E-Board and perform all duties necessary and incumbent upon and in accordance with the office.

## Duties President-Elect

By Laws:

### Section 2, PRESIDENT - ELECT

The President-Elect shall act for the President in case of the President's absence or disability and, when so acting, shall have all the powers of, and be subject to all the restrictions upon, the President.

The President-Elect shall be responsible for the following duties:

- Serve as a voting member of the E-Board.
- Submit to the President a budget for the operational and clerical expenses to fulfill the duties as President-Elect.
- Keep a full and complete record of all E-Board members: elected, appointed and contracted.
- Maintain the E-Board Policy and Procedures Handbook.
- Oversee the activities of the non-voting appointed members of the E-Board and serve as liaison with the E-Board.
- Prepare and distribute minutes of meetings. May distribute minutes through the Association Mailgram, other electronic means, CAWEE website, or U.S. Postal Service within two weeks of such meetings.
- Give notice of meetings of the E-Board, General Business Meetings, or Special Meetings.
- Carry on the correspondence of the Association as directed by the E-Board and/or President.
- Retain all ballots for a period of two (2) years beginning with the fiscal year in which elected EBoard members start their terms of office.
- Assume any other duties assigned by the E-Board and perform all duties necessary and incumbent upon and in accordance with the office.